Utah STATE OFFICE of Education

SIS 2000+

System Module in FoxPro

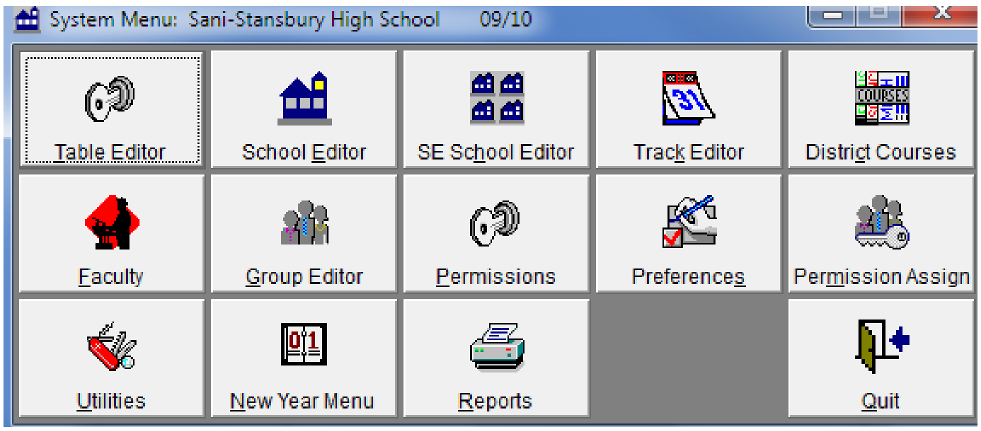
February, 2011

Table of Contents

System Module

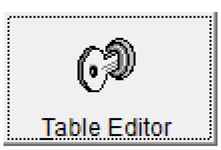
The System Module is where the front office can do a number of administrative tasks. For example, set up a new school, create courses, enter faculty demographic information, set permissions for faculty for FoxPro, and more. This documentation will go over each of the Systems modules in detail.

To access the System Module in FoxPro, go to the main FoxPro screen and press **System**. The screen will appear as displayed below.



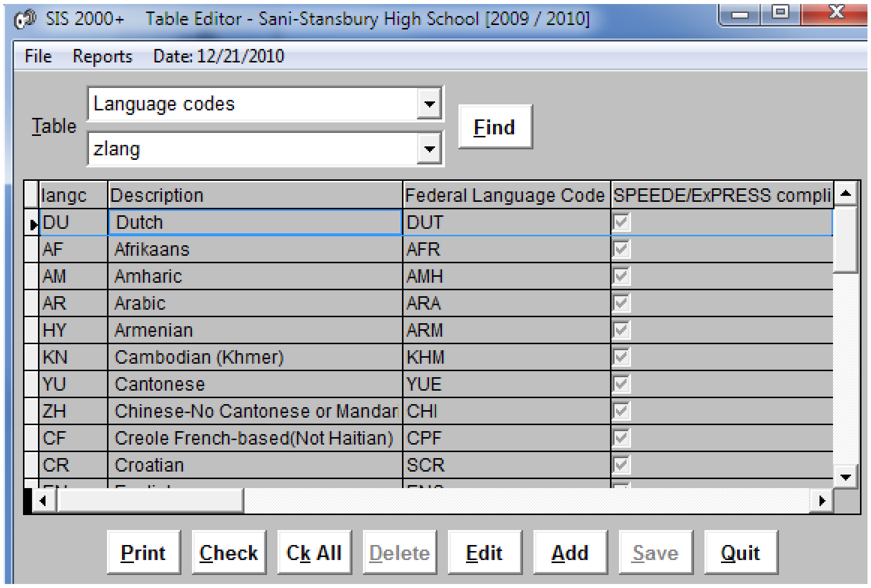
System Screen

Table Editor



Found under Main Menu > System > Table Editor

Within FoxPro, there are a number of drop-down lists and selection screens (e.g. in reports). In most cases, the items in these lists are found in the Table Editor. The Table Editor screen allows you to delete/add or edit these items. **This is a place where only the System Administrator should have access.**



Adding/Removing an item in the tables

- Find the table you would like to edit using one of the following methods.
  - Choose from the drop-down list.
    - The top drop-down is the table description. This is its name in English.
    - The bottom drop-down is the actual table name as it appears in the database.
  - Press **Find** and type in the name of the table, then double-click on the table name.
- Press **Edit.**
- **Tip:** Click on the  (square) in the top right corner to expand the screen.
- Check or Uncheck "Hide from user selection flag". If you choose to hide the item, it will not be visible in the drop-down, but will still be in the database.
- If you would like to add an item, press **Add** and enter the information.
  - If you are creating a new code, do not use any slashes (\ or /) as part of the code.
  - Each new code must be unique within that table.
  - It is best to not delete any codes, but rather to check "Hide from user selection flag".
- Press **Save.**

School Editor

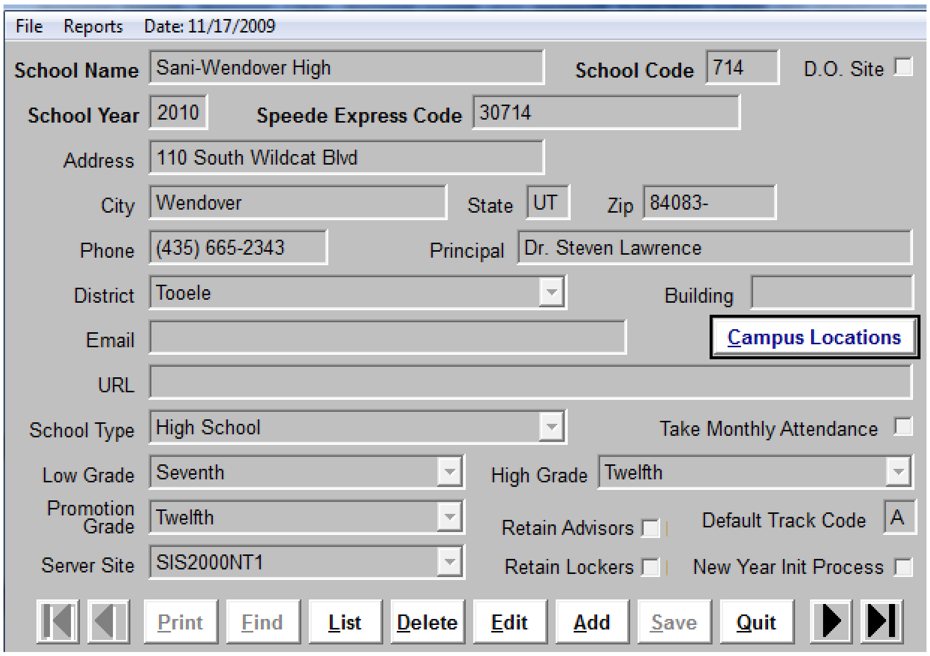
Found under Main Menu > System > School Editor

This screen allows you to set up school information. Districts need to create a record for every school within their district as well as a record for the district office itself. The School Editor stores all essential demographic data for each school in the district. A school site must be defined before a track can be generated for the site.

To define or edit a school site, you must be logged in to the District Office.

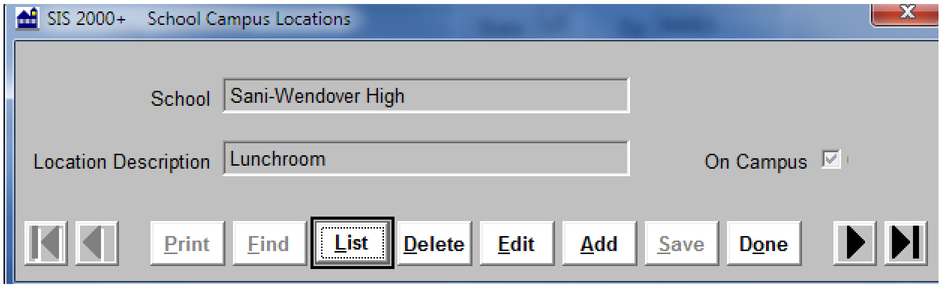
You can change which school you're viewing by clicking "List" or by using the arrows to scroll through the schools.

Adding a School/District



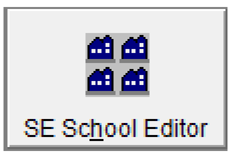
- Log on to the District office before attempting to add a new school.
- Go to the Main Menu screen > System > School Editor.
- Press **Add.**
- Enter data as completely as possible.
  - Required Fields: **School Name, School Year, School Code, and Speede Express Code.** (Information on the Speede Express Code is covered in the next section.)
  - It is important to make sure and choose a school district from the **District** drop-down for each school.
- When creating a district office record, checkmark **D. O. Site**, found in the top right corner.
- The **School Year** is that of the next graduation year.

- **Campus Locations –** this is used for recording the location of discipline or behavior incidents. It will display as shown below.



  - Examples of locations are “Classroom”, “Restroom”, and “Hallway”.
  - An example of a location for which you would not select the “On Campus” flag is “School bus”.

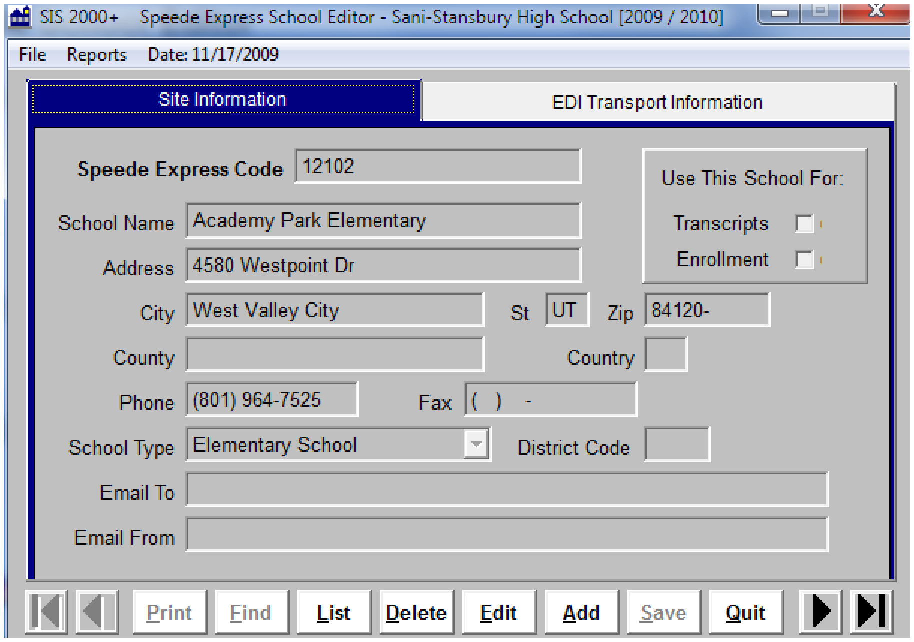
SE School Editor



Found under Main Menu > System > SE School Editor

The **Speede Express (SE) School Editor** holds school site data in the Electronic Data Interchange (EDI) format, enabling electronic transfer of data to remote locations using SIS 2000+’s transfer programs. As a convenience, some school site demographic information defined in the separate **School Editor** screen will automatically be copied to the Speede Express screen at the time the site is created.

School information between Speede Express and the School Editor is not linked in any way other than by the initial copy event. From that point on each database is independent of the other. For instance, a school site’s information initially copied during its creation in the School Editor will remain in Speede Express database even if that school site is deleted in the School Editor database. Furthermore, any changes made to a site’s demographic data in Speede Express will not be copied back to the School Editor. In the same manner, a school site that is deleted in Speede Express will not be automatically deleted in the School Editor program.



Schools are automatically created in Speede Express when they are created through the School Editor screen.

Editing a School

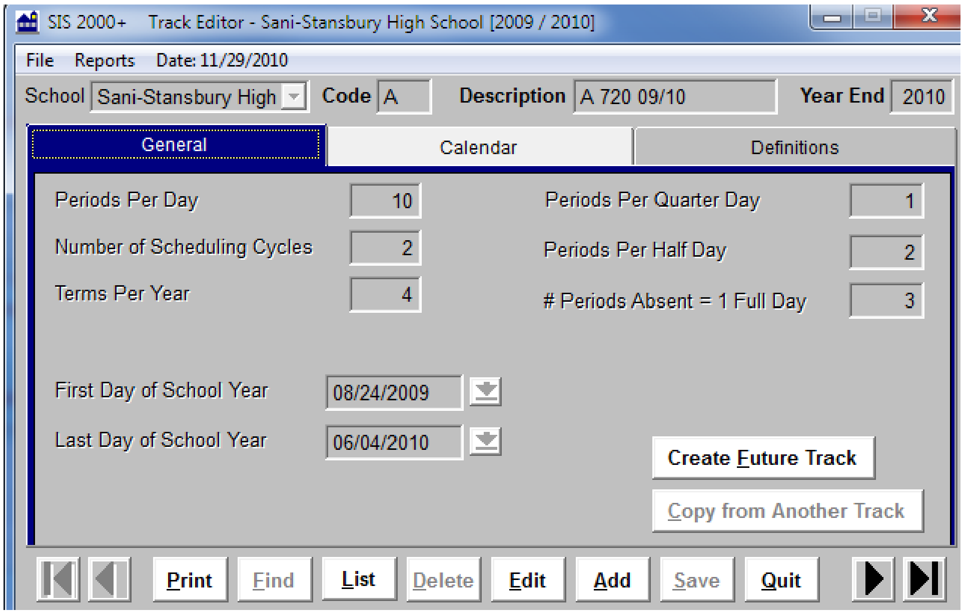
- Find the school you would like to edit by using **List**, **Find** or the scroll arrows.
- Press **Edit**.
- Edit any information necessary.
- Press **Save**.

Adding a School

- Press **Add**.
- Fill out the screen as completely as possible.
    - Required Fields: **School Name** and **Speede Express Code**
- Press **Save**.

NOTE: Your school may wish to add schools that are out of the district or state, such as that of a transfer student, in order to keep track of student history. You may choose to create a separate record for each school or create generic school records such as “Out of District” or “Out of State”.

Track Editor



Found under Main Menu > System > Track Editor

Tracks form the basis for all activity in a school's database: A calendar is created for a track, students are enrolled into a track, faculty members are designated as active to teach in specific tracks, and there is a master schedule for each track.

The calendar portion of a track defines cycle days, periods, and terms for the track. In addition, vacation days or non-attendance days are also defined.

NOTE: Once a track is created, there is a useful order in which to proceed to get the cycles set up. The general order is as follows:

1. Define periods, terms and cycle days.
2. Create an event calendar and cycle days calendar.

This guide will go through these steps in the order described above.

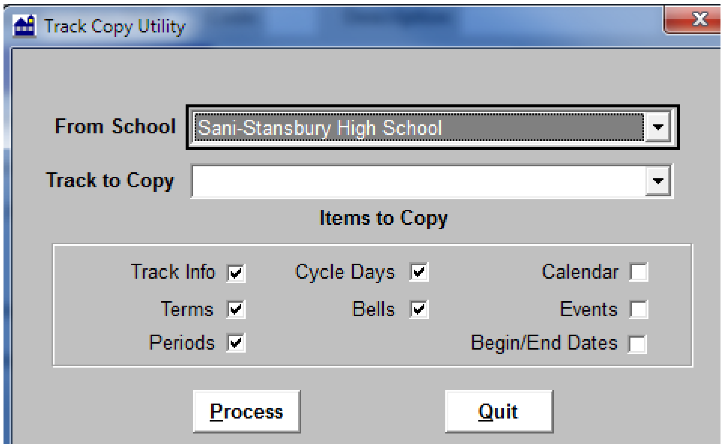
Creating a Track

The District may already have created a track for the school. If that is the case, the track will appear on the General Tab when the Track Editor is opened. However, if no track exists, or when preparing for a new school year, a new track will need to be created. Follow the steps outlined below.

- If you would like to create a new track based on an old track, press **Create Future Track**. A new track will be created based on the old track, automatically entering data in some of the fields described below.
- If you would like to create a track from scratch, press **Add**. You will then need to enter data in the fields as described below.

Once a track is created, enter required data.

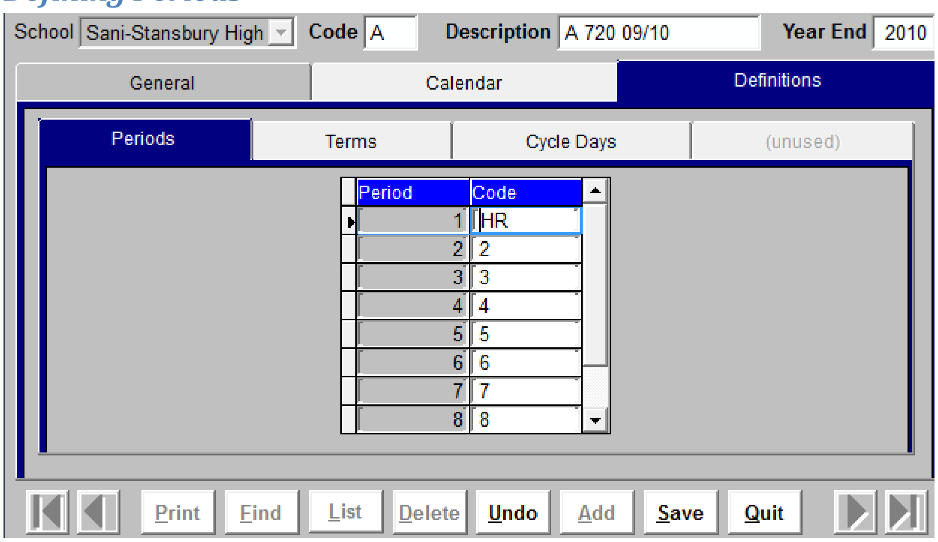
- **Code –** create a code for the track. An example may be "T" for Traditional or "YR" for Year Round.
- **Description –** enter more descriptive information. An example is "T 103 10/11". The "T" represents Traditional, "103" represents the school code, and "10/11" represents the school year.
- **Year End** – enter the year in which the school year ends.
- **Periods Per Day –** number of periods in one school day.
- **Number of Scheduling Cycles** – number of days it takes for the students to complete all of their courses.
- **Terms Per Year** – this field indicates how long courses last. If they are quarter classes, Terms Per Year would be 4. If they are semester classes, Terms Per Year would be 2. If the students have the same classes and teachers for the entire year, Terms Per Year would be 1.
- **Periods Per Quarter Day –** the number of periods in one quarter of the day. If there are four periods in a day, then there is one period in a quarter day.
- **Periods Per Half Day** - the number of periods in half a day of school. If there are four periods in a day, then there would be two in half the day.
- **# Periods Absent = 1 Full Day –** this field indicates how many periods a student has to miss to be considered absent for that day. This is for Clearinghouse purposes.
- **First Day of School Year** – enter the first day of that track's school year.
- **Last Day of School Year** – enter the last day of that track's school year.
- **Create Future Track** – press this button to create a future track. This will copy from the existing track.
- To copy the track from another school or year, press **Add.**.
    - Press **Copy from Another Track** and the following will display.



- Select which school and track to copy.
- Select which items to copy.
- Press **Process**.

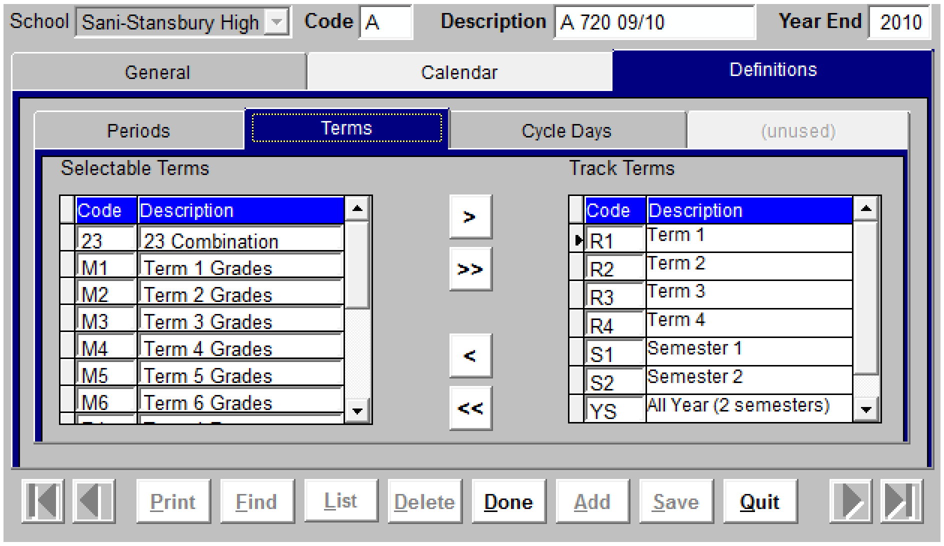
Defining Periods, Terms, and Cycle Days

Defining Periods



Go to the **Definitions** tab > **Periods**. Press **Edit** to be able to change the period labels (Codes) if needed. For example, if you wish to make period 1 the Homeroom, you can change the code to “HR”.

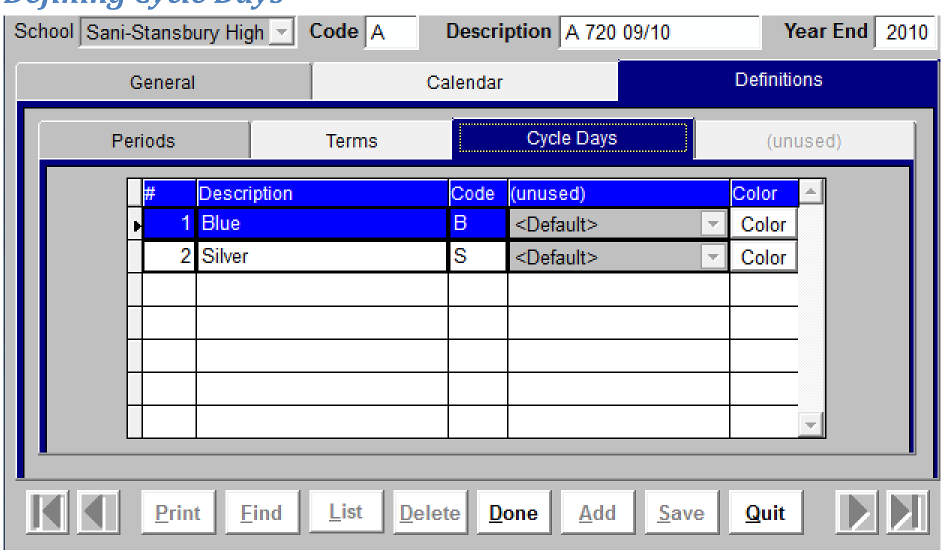
Defining Terms



On the **Definitions** > **Terms** tab, set the term, semester, and year codes. Otherwise, when someone tries to add a course, for example a semester course, they may not have the option to choose that course if no semester code has been added. Also, these terms will calculate school credits, so it's important that they be accurate.

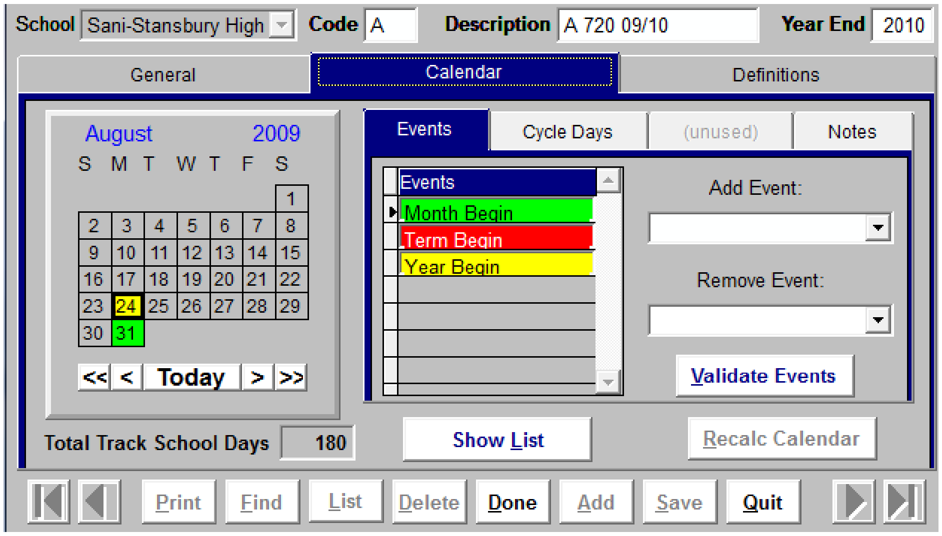
To set the terms, highlight the term in the left-hand column and use the arrows to move the term to the right-hand column.

Defining Cycle Days



- The number of Cycle Days that are available for defining is based on the number of cycle days you defined on the general tab.
- Choose the color to assign to each cycle day.

Creating Events



Creating Events

You will need to set up all of your calendar events for the year, including when the term begins and ends, holidays, in-service days, etc. The Total Track School Days must equal 180.

- Go to the **Calendar** tab > **Events**.
- Press **Edit**.
- Highlight the date for which you would like to add an event.
- On the **Add Event** drop-down, select the event you would like to add.
- Press **Save**. You don't need to press Save after each entry, but rather you can press Save when you have finished entering all the events, but before you move off of the screen.

Term Markers

Enter your **Term Begin** and **Term End** markers. If your school uses semesters, you would need to add two Term Begin and two Term End markers (one set for each semester). If your school uses the quarter system, you would need four Term Begin and four Term End markers.

Attendance Markers

Enter **Month Begin** and **Month End** at the start and finish of each state attendance reporting month. If your school reports attendance to the state quarterly, you would need to add four Month Begin and four Month End markers. If you must report attendance to the state each month, or every twenty days, set the markers around those parameters.

NOTE: Each beginning marker must have a matching end marker.

Deleting Events

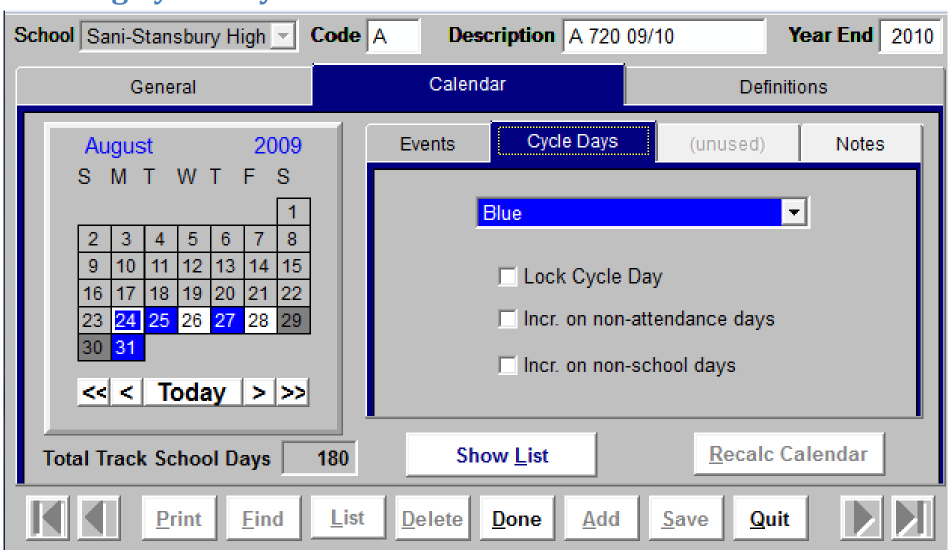
- Go to the **Calendar** tab > **Events**.
- Press **Edit**.
- Highlight the date which has the event you want to delete.
- Choose the event you would like to delete from the **Remove Event** drop-down.
- Press **Save**.

Other Options on This Screen

- **Validate Events –** Select this button to ensure that your entries are valid.
- **Show List –** Select this button to view in a list format the entries that have been added to the calendar.
- **Recalc Calendar –** Select this button if you make changes to the calendar and would like it to be recalculated.

When all changes have been made, press **Save**.

Creating Cycle Days



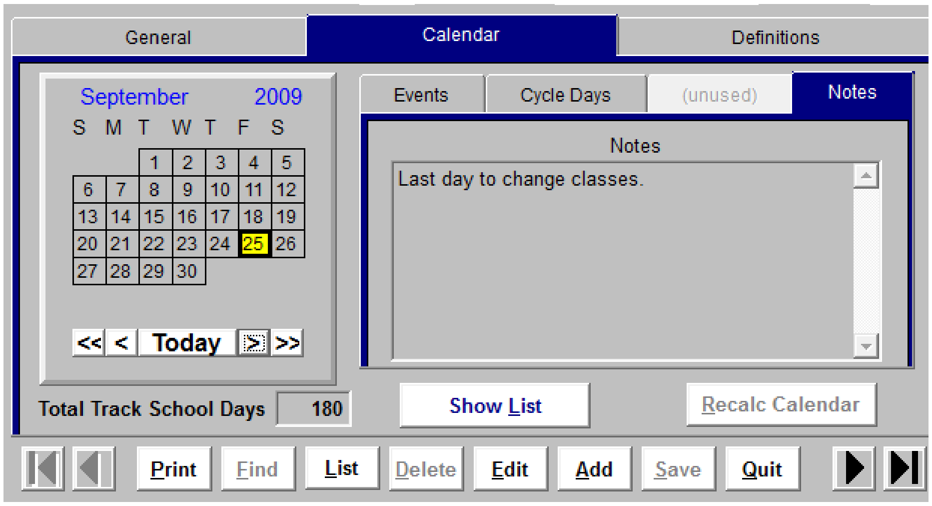
If you've set your first and last school days on the general tab and entered all your events, the system will automatically assign all your cycle days to your school calendar.

Other Options on This Screen

- **Lock Cycle Day –** If the starting point for the cycle day schedule does not correspond to the first day of school, the cycle may be changed to begin at any point in the cycle using the **Lock Cycle Days** field. To do so, follow these steps:
    - Select the date for the starting point.
    - Select the cycle day from the drop-down list.
    - Checkmark the **Lock Cycle Day** box.

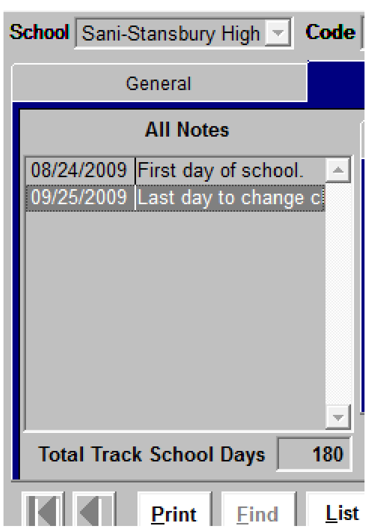
- **Increment on non-attendance days –** If the school schedule skips a cycle day on days when no attendance is taken, such as teacher in-service days, checkmark "Incr. on non-attendance days".
- **Increment on non-school days –** If the school schedule skips a cycle day on a holiday, checkmark "Incr. on non-school days".
- When you have finished, press **Save**.

Entering Notes



Comments may be recorded for any day of the school year. Days that have comments recorded will be highlighted in yellow on the Notes tab.

- Highlight a day for which you would like to enter notes.
- Press **Edit**.
- Enter the note.
- Press **Save**.
- Press **Show List** to see all the notes that have been entered.



District Courses

Found under Main Menu > System > District Courses.

Scheduling is a detailed process that involves several SIS 2000+ applications. There are a number of steps that need to be performed before a student can be scheduled into a course. Once a school is set up and has a track, or tracks, defined with students and faculty members, you may begin the Scheduling set up process.

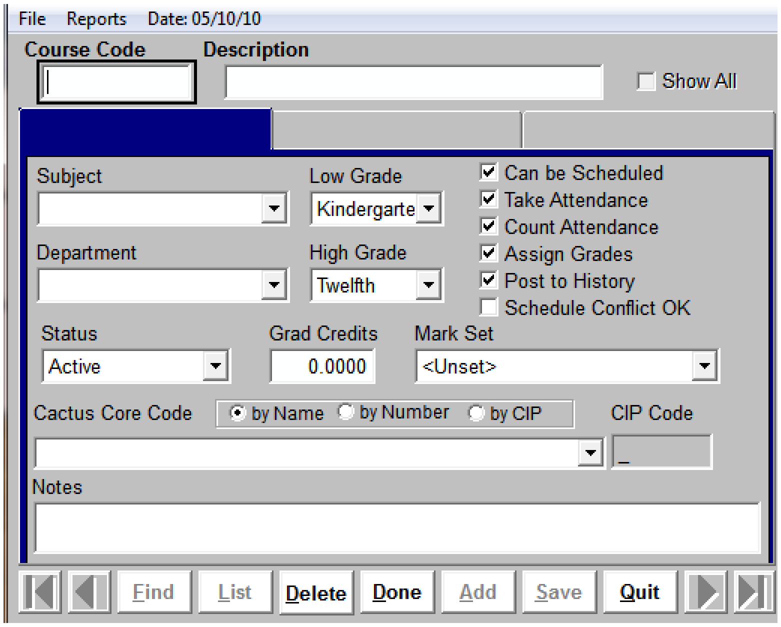
The first step in this process is to create and maintain a set of courses. This is done at the district level through the District Courses application to ensure that course codes will not be duplicated within the district and to have one set of standardized courses that each school can use. Then the selected courses will be placed into the school's Master Schedule, and finally, students will be scheduled into the courses.

In the **District Courses** application, you are creating the default settings and definitions for the courses that will be offered at a school and edited in the school's Master Schedule.

Initially, the district will add new courses, but new courses can also be added from the school level. When a course is added at the school level, it will appear for all schools in the district.

Adding a New Course

- Go to the Main Menu screen > System > District Courses.
- Press **Add**. The following screen will display.



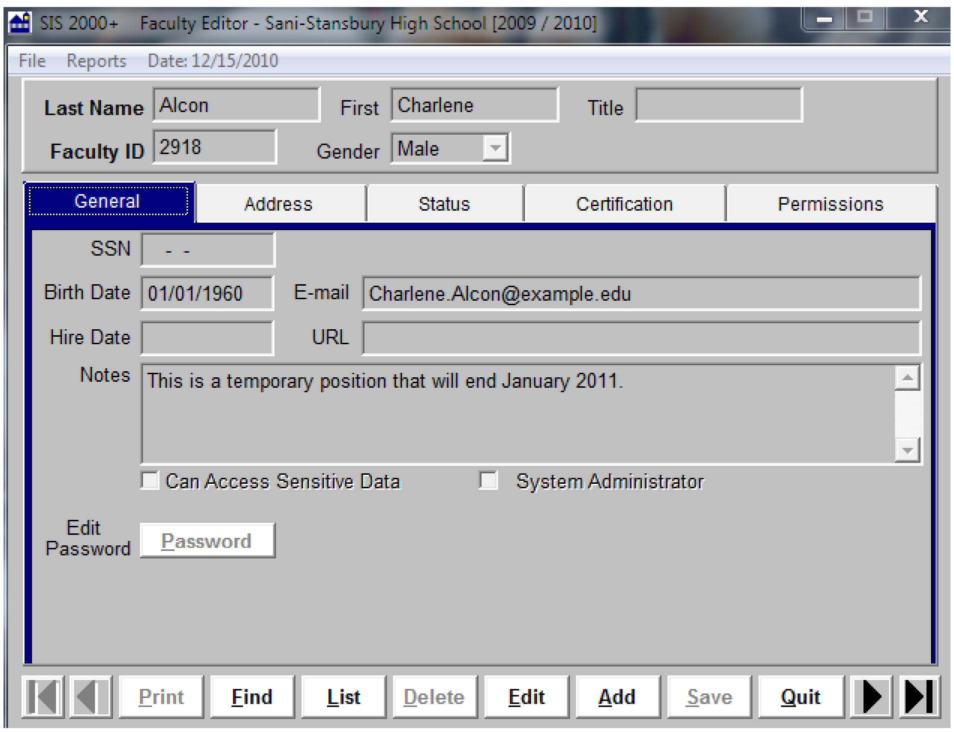
- Create a **Course Code**. This code needs to be unique. Course Codes are user-defined and may be up to ten characters long. USOE recommends only using numbers when creating the Course Code, as letters cause problems when it is time to create the preprint files. It is recommended that you group codes according to subject. In other words, you may want all math classes to have codes that fall between 5000 and 5999 or all Language Arts classes to fall between 4000 and 4999.
  - To see if a code has already been used, place a checkmark next to **Show All**, which will allow all codes to be visible, rather than just the active codes.
  - Press **List** to see a list of all codes which are currently in use.
  - If you see a code that you would like to use, select it from the list and make sure the Status is set to "Active".
- **Description** – create a name for the course. It is recommended that the name be the same or very similar to the name tied to the Core Code for that course.
- **Subject** – the subject describes the general category of the course used in conjunction with graduation requirements. It is an academic "separation" of courses. The graduation requirements module looks at this field to determine how many units of a subject have been completed or count towards the defined graduation requirements. Courses with the same subject selected will be grouped together in the tally towards meeting graduation requirements.
- **Department** – select the department under which the course falls. This is an organizational "separation" of courses in a school. This is generally used for reporting purposes. For example, when you select the report Class Rosters and filter it by department.

- **Low Grade –** select the lowest grade level of students allowed into the course. This may be left <Unset> if there is no lower limit for the course (or the lower limit is the lowest grade level of the school).
- **High Grade** – select the highest grade level of students allowed to take the course. This may be left <Unset> if there is no upper limit (or the upper limit is the same as the highest grade level of the school).
- **Status** – typical statuses are:
    - **Active –** taught this year and the next year.
    - **Future** – taught next year, but not this year.
    - **Inactive –** not taught this year or next year.
- **Grad Credits** – enter how many credits are granted by completion of this course towards graduation requirements.
- **Mark Set –** select which Mark Set your GPA Level will be pulled from for GPA calculations. You may have several Mark Sets defined, each with its own group of GPA Levels, so you must designate which Mark Set the GPA Level you just entered is coming from.
- **Can be Scheduled –** whether or not this course can be scheduled automatically by the Schedule Loader during the Next-Year Mass Scheduling Process.
- **Take Attendance –** place a checkmark here if attendance is to be taken for this course. This integrates with the Attendance applications.
- **Count Attendance –** place a checkmark here if the attendance taken will be counted for state reporting purposes.
- **Assign Grades –** place a checkmark here if grades (marks) will be assigned to this course.
- **Post to History –** place a checkmark here if this course will be recorded in the student transcripts.
- **Schedule Conflict OK –** place a checkmark here if this course can be scheduled without conflict restrictions in the same time period as another course. This information is used both when individually scheduling a student and by the Student Loader. With this checked, a student can be scheduled for “Science” and “Health” at the same time, during the same period, on the same day, for example. If this is not checked, you will receive conflict messages when attempting to schedule this course concurrently with another course.
- **Cactus Core Code –** use the drop-down to choose the appropriate Cactus Core Code for the course. It is important to enter a Cactus Core Code for each course. If you choose “Exclude From Clearinghouse”, make sure roll is taken in other periods, because this course won’t count towards attendance since it won’t go to the clearinghouse.

- If you are an elementary school, you should have “Exclude from Clearinghouse” in all courses but homeroom. This is because only one period per day should have attendance taken and sent to clearinghouse.
- You can do a search for the Cactus Core Code by Name, Number, or CIP (Classification of Instructional Programming). Select which one you would like to search by, then click the drop-down arrow to do your search.

- **CIP Code –** Classification of Instructional Program code using Federal Vocational Education protocol.
- **Notes –** this is a text field that can be used to enter anything you would like to note about the course.

Faculty



Found under Main Menu > System > Faculty

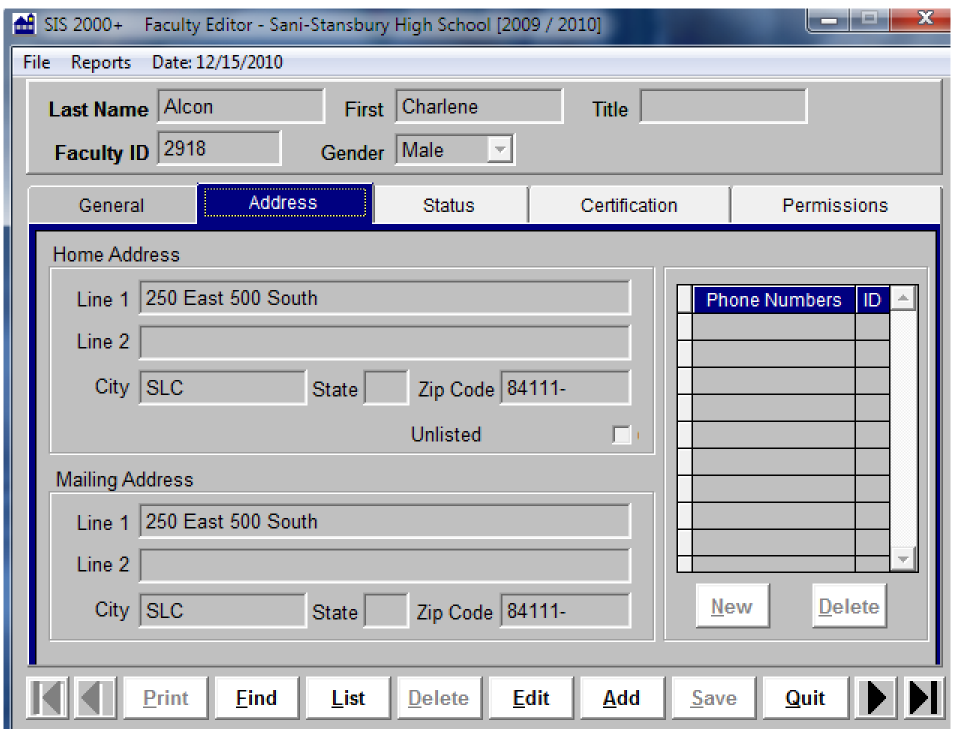
Faculty members are defined as teachers, administrators, clerical staff, food service workers, counselors, and any personnel in the school who require access to the SIS 2000+ system. The **Faculty Editor** is where basic demographic information, such as name, address, status, contacts, and permissions/passwords is entered and maintained. The faculty database is an integral part of the scheduling process. Therefore, at minimum, all *teachers* must be entered into the system and be assigned to the appropriate tracks before any scheduling can take place.

Adding a New Faculty Member

General Tab

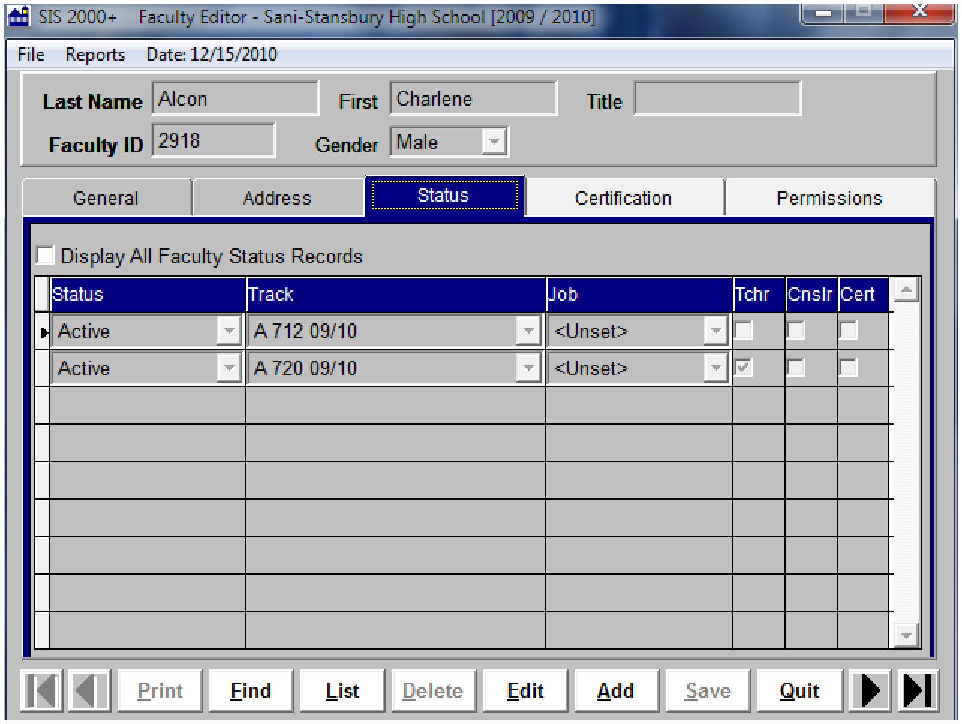
- Press **Add.**
- Enter the **Last Name, First Name,** and **Gender.**
- The system will automatically assign a **Faculty ID**.
- Enter data in the other fields as desired.
- If you want the faculty member to be able to send emails, enter that person's **E-mail** address.
- **URL** – if the faculty member has a web site, enter the URL in this field.
- **Can Access Sensitive Data** – place a checkmark in this box if the faculty member needs to access sensitive data.
- **System Administrator** – place a checkmark in this box if the faculty member is a system administrator.

Address Tab



- Enter address data for the faculty member.

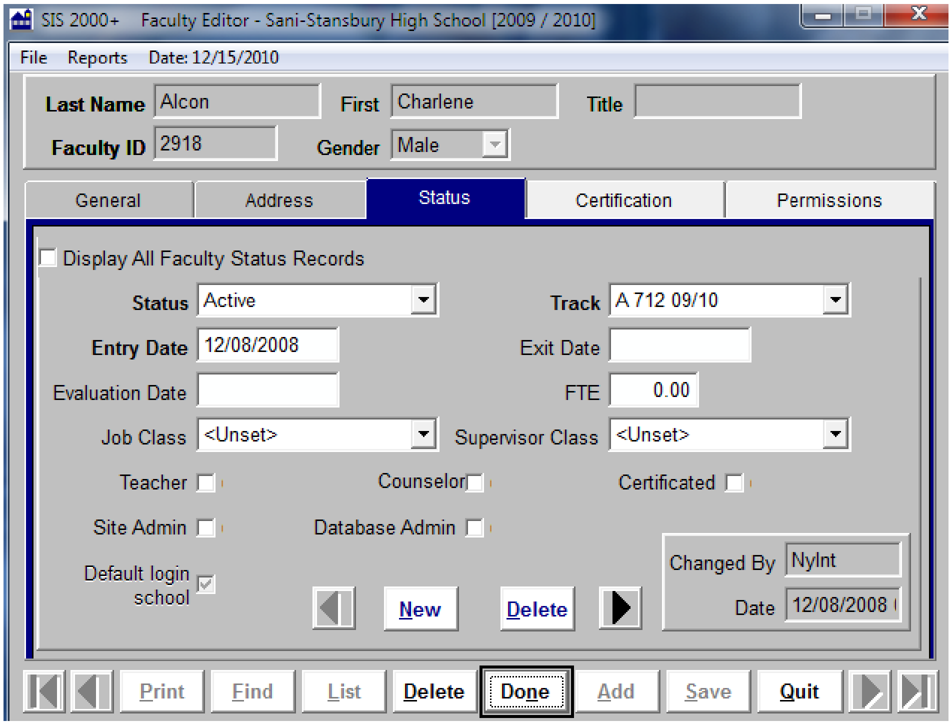
Status Tab



The **Status** tab is where you allow a faculty member to access a track. When you create a new faculty member, they will automatically be granted status to access the current track.

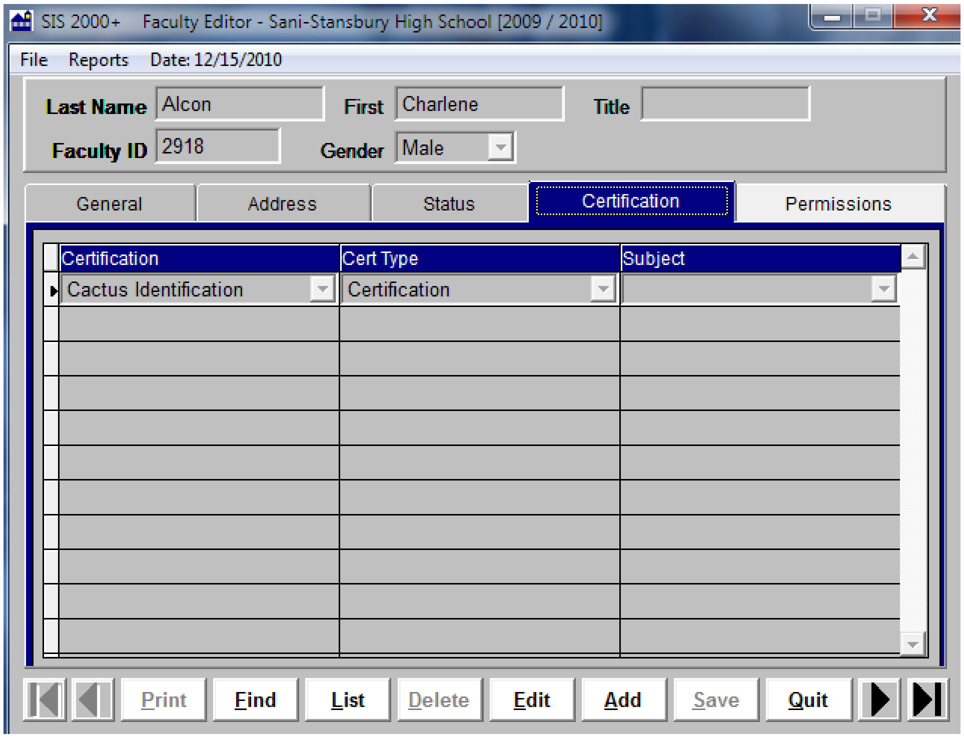
If you need to allow the faculty member to see other tracks, follow these steps:

- Highlight an existing row and press **Edit** to see the following:

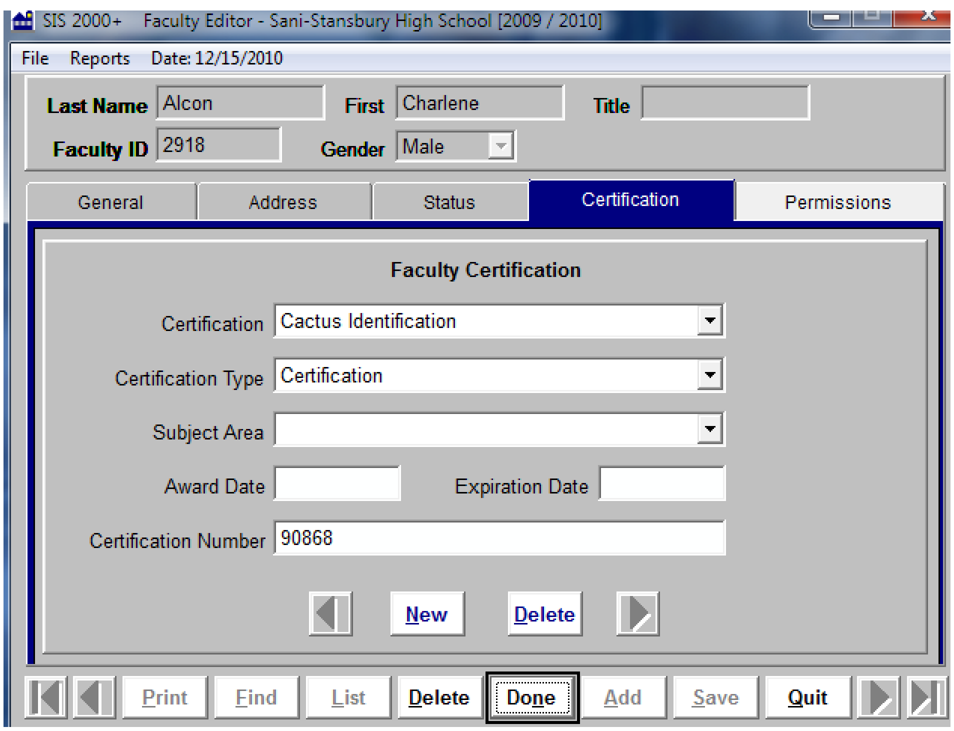


- Press **New**.
- From the **Track** drop-down, select the track you would like to add to the status.
- Enter an **Entry Date**. This is typically the first day of employment or when the user needs access.
- Checkmark any appropriate choices.
- Press **Save**.

Certification tab



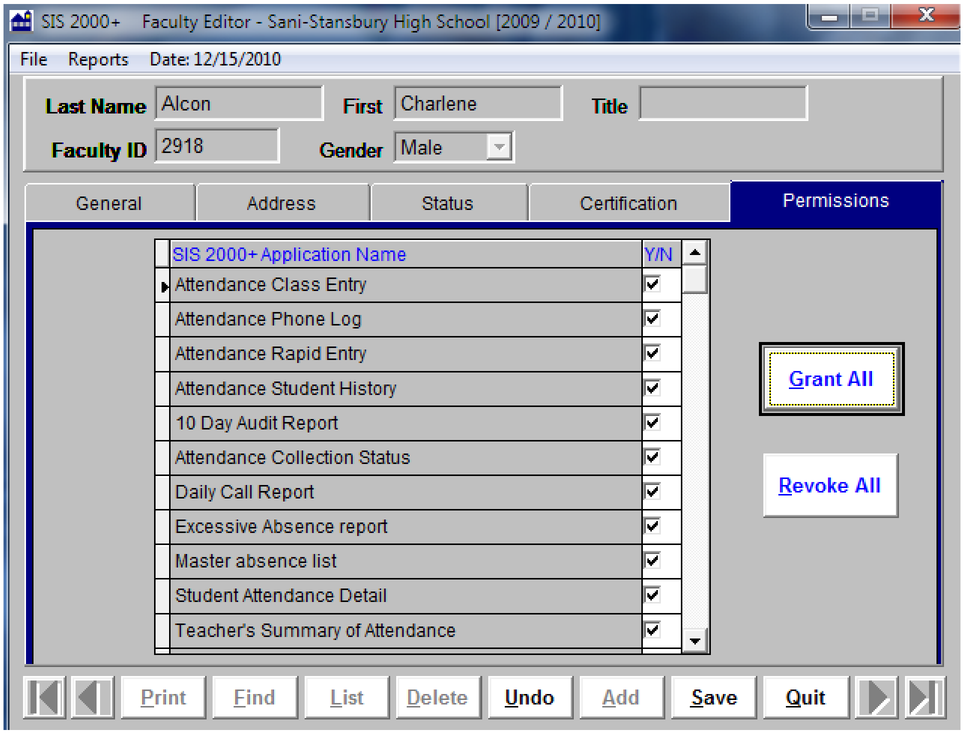
Certification data is information on a faculty member's professional credentials. To see the details for a faculty member, highlight a row and press **Edit.** The following will display.



It is important that the teacher's **Cactus Number** is entered in the **Certification Number** field. Also make a selection for **Certification** and **Certification Type**. If this data is missing you will get clearinghouse errors.

If you would like to add a new certification, press the blue "New" button and enter data in the fields.

Permissions tab



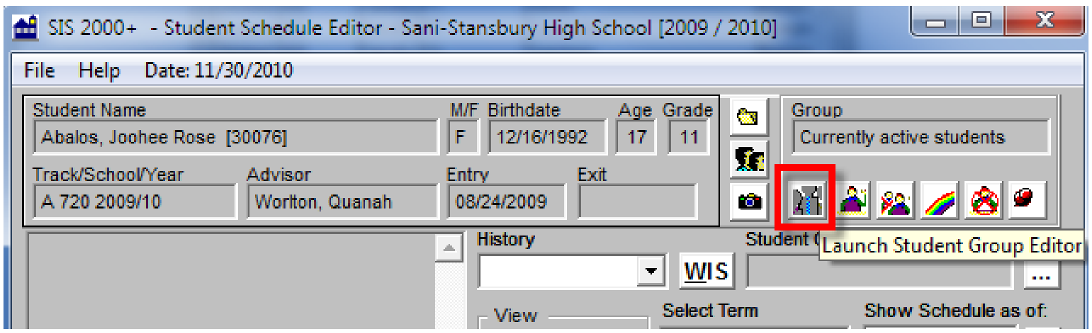
The **Permissions** module is where you will give permission for a user to access features in FoxPro.

NOTE: If the faculty member was granted System Administrator status on the General tab, then that faculty member automatically has access to all SIS 2000+ applications and functions. In such a case, the Permissions on this screen are not applicable.

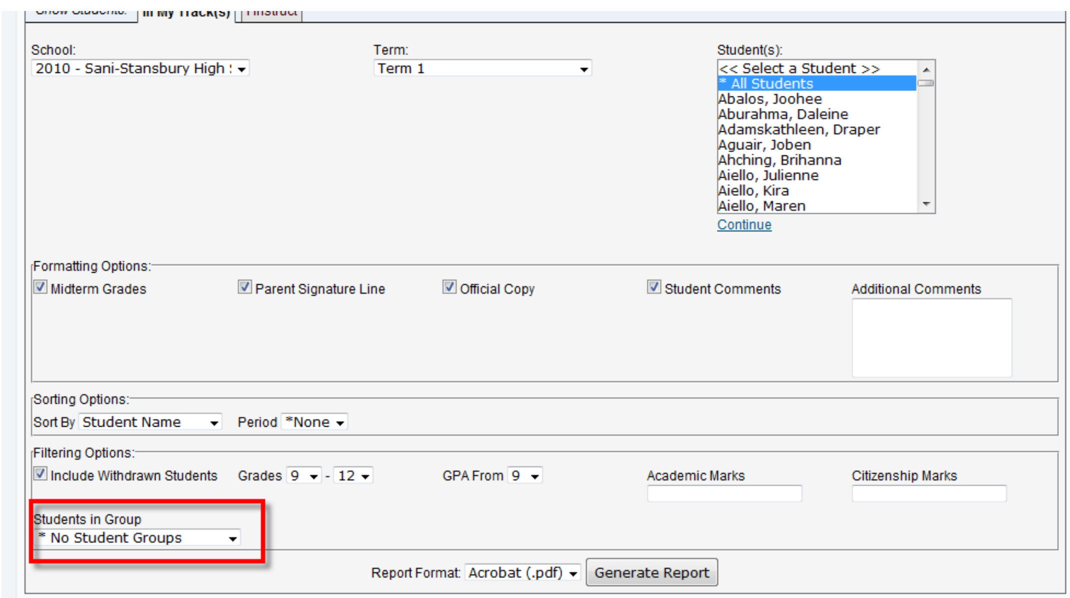
- Checkmark each permission you would like a user to access.
  - The permissions in this screen only relate to FoxPro. Permissions for SIS on the Web are entered in Control Master when logged into the SIS website.
- Press **Save**.

Group Editor

When doing searches or running certain reports, you can limit the results to pre-defined groups, such as a sports team. On any screen in FoxPro where you see the banner, you have the option of limiting the search to specific groups. The example displayed below shows the button you would push on the banner to launch the Student Group Editor, which would allow your search to be limited to members of the selected group.

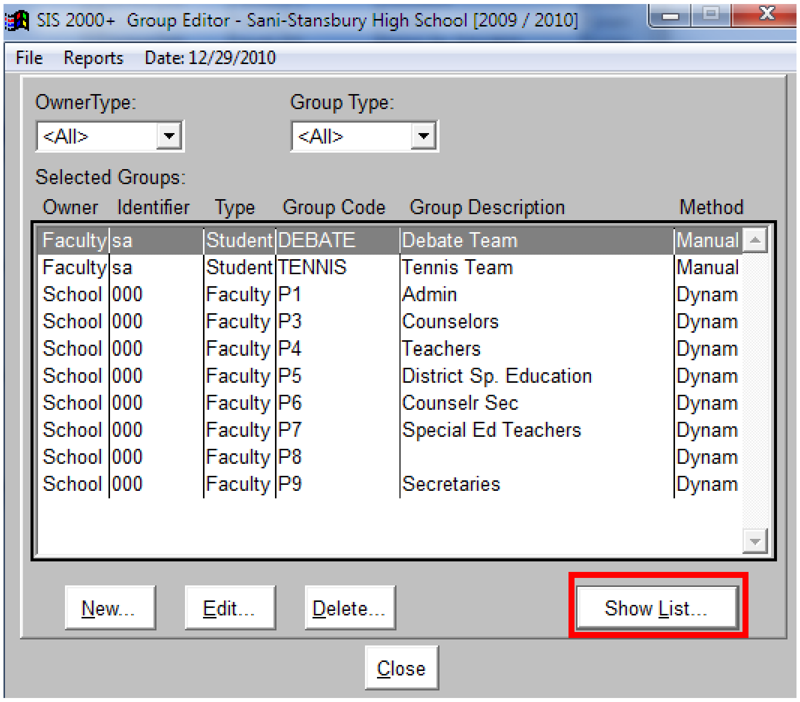


On the Web you can also limit certain reports to members of a group. The image displayed below shows where you can limit the Secondary Report Card report to only those belonging to a specific group.



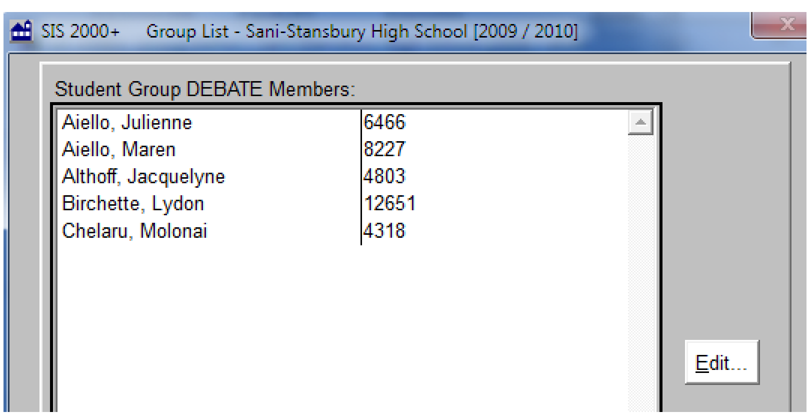
Before you are able to use those features, however, you will need to create groups in the Group Editor.

Go to System > Group Editor. The following screen will display.



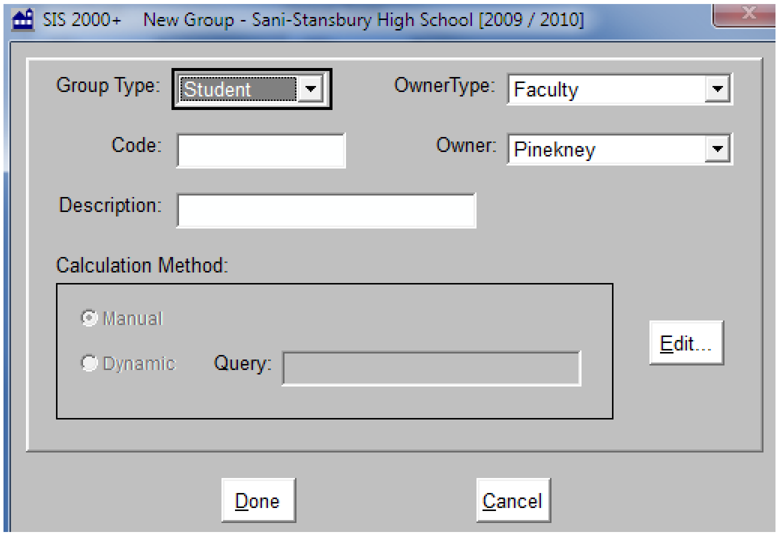
This screen shows the groups that have already been created.

Some groups are comprised of students and some of faculty. To see which individuals belong to a group, highlight a row and press **Show List**. The results will look something like the following.



Creating a New Group

- Go to Main Menu > System > Group Editor.
- Press **New** to see the following screen.



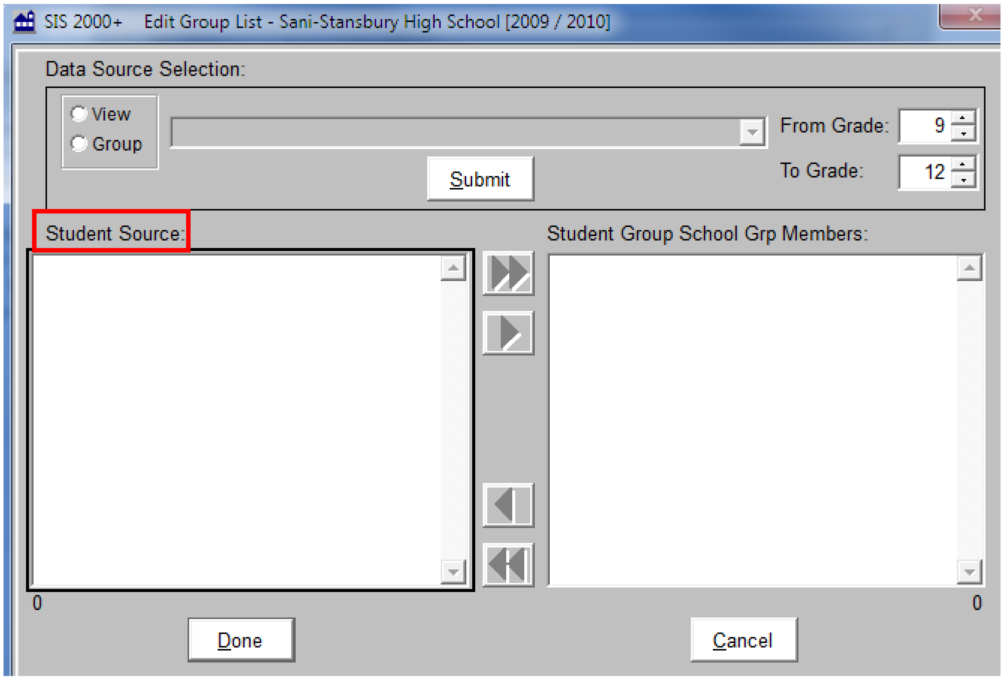
- Select the **Group Type**. The choices are Student and Faculty. The Group Type indicates whether all members of the group will be students or faculty.
- Select the **Owner Type**. This field indicates who "owns" the group. The owner has the ability to edit the group.
- Select the **Owner**. The Owner Type selected in the previous field will determine who is available in the drop-down for Owner.
- Create a **Code**. This is a user-defined alphanumeric code.
- Create a **Description**. This is a descriptive name for the group.
- Press **Done** to save the group. Once the group is saved, you can edit the group to add members.

Entering Members into a Group

There are three ways to access the screen where you enter group membership. From the main Group Editor screen (found by going to Main Menu > System > Group Editor):

1. Highlight a group and press Edit > Edit.
2. Highlight a group and press Show List > Edit.
3. Double-click on a group and press Edit.

In any case, the screen displays as follows:

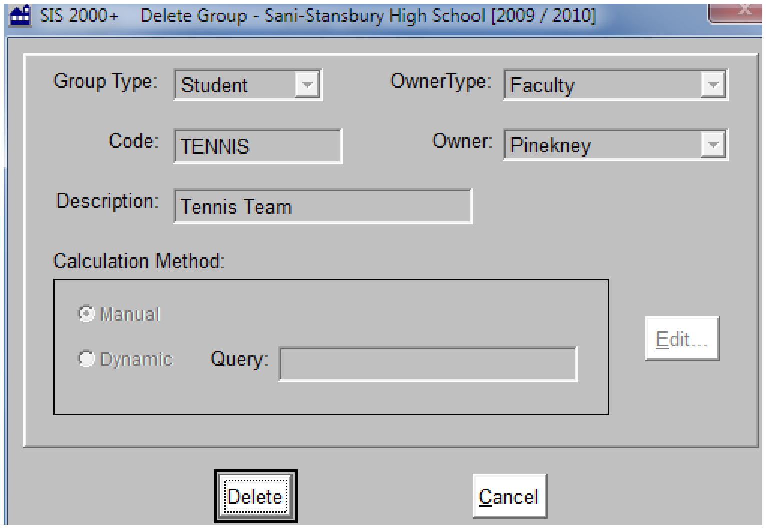


- Select either **View** or **Group**.
  - If the Type (from the previous screen) is "Student", **View** will allow you to add any student in the grade range specified on the right-hand side of the screen. If the Type is "Faculty", **View** will allow you to add any faculty member. You can tell which type the group belongs to by whether the label for the box on the left says "Student Source" or "Faculty Source".
  - **Group** will allow you to add members of an existing group to your new group.
- If you select View, click on the drop-down and choose between:
  - Active Students for School
  - Future Students for School
  - This Year Students for School
- Press **Submit** to get a list of students or faculty that fit the criteria you've selected. This list will appear in the box on the left.
- To move names from the box on the left to the new group, either double-click on the name or highlight the name and press the arrow to move it over.
- When you've completed adding names to the new group, press **Done**.

Deleting a Group

- Go to Main Menu > System > Group Editor.
- Highlight the group you want to delete and press **Delete**.
- A message will appear warning you that if you delete the group, the members assigned to the group will be removed from the group as well.

- Press OK to see the following:

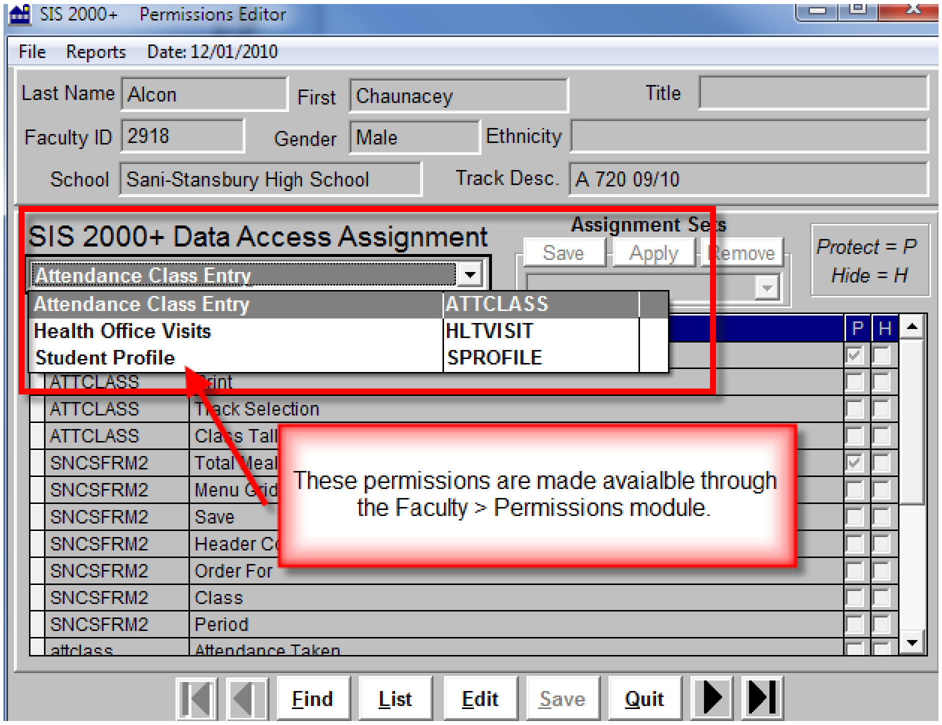


- Press Delete.

Permissions

The Permissions module is where you can disable or hide specific features (buttons, drop-downs, tabs etc.) within a module, for a specific faculty member. Do not confuse this with the permissions tab in the Faculty Editor, which grants access to applications themselves, but does not determine permission status in regard to features *within* applications.

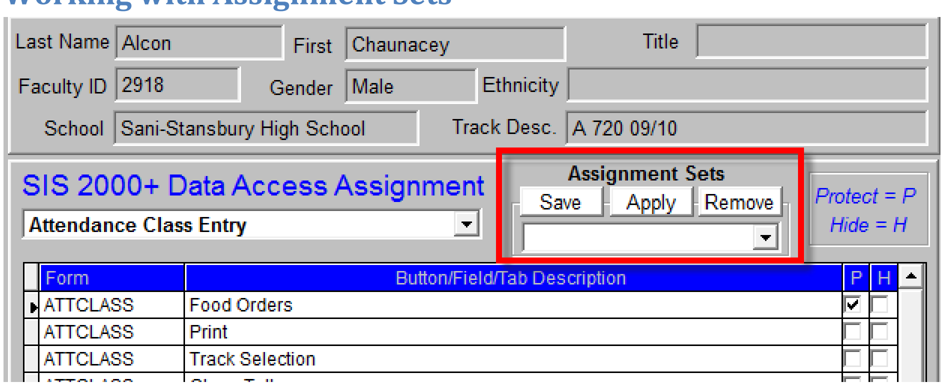
In the drop-down displayed in the image below, there are three modules assigned to this faculty member. Those three modules were assigned to this faculty member by going to the Faculty module > Permissions tab. On the screen displayed below, you have the ability to limit further what the faculty member is able to access within the selected permission item.



Working with Permissions

- Go to System > Permissions.
- Find a faculty member.
- Select a "Data Access Assignment" by choosing an option in the drop-down.
- Press **Edit**.
- Place a checkmark in the "**P**" (Protect) column to disable a specific feature from being used by the faculty member.
- Place a checkmark in the "**H**" (Hide) column to hide a specific feature from the faculty member.
- If nothing is checkmarked for a feature, it will be fully available to the faculty member.
- Press **Save**.

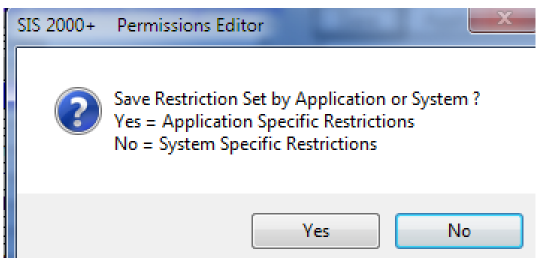
Working with Assignment Sets



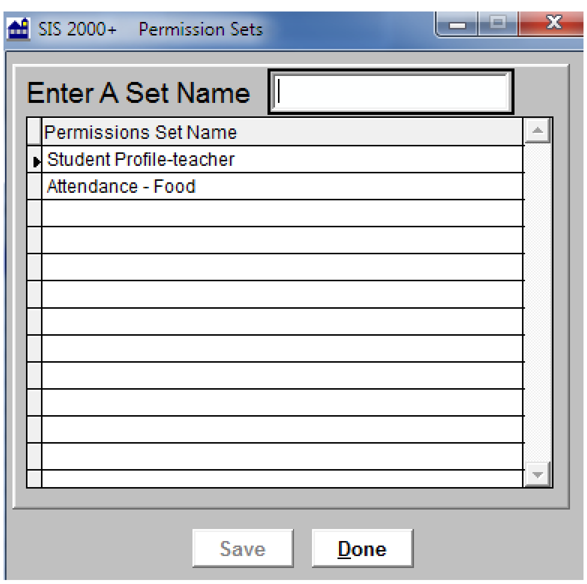
An Assignment Set is a configuration of Protect/Hide definitions that can be saved for later use. After creating Protect/Hide definitions for one faculty member, you can save that configuration and apply it to another user, saving the time you would have used to checkmark each individual box. Be aware that when an Assignment Set is applied to a faculty member, the entire set of controls will be applied – all previously defined options will be removed.

Creating an Assignment Set

- Find a faculty member.
- Follow the steps outlined above in "Working with Permissions."
- Make sure the screen is in **Edit** mode.
- Press **Save** in the Assignment Sets box. The following box will appear.



- You'll typically choose "Yes". The following screen will appear.



- Create a **Name** for the Assignment Set.
- Press **Done**.

Assigning an Assignment Set

- Find a faculty member.

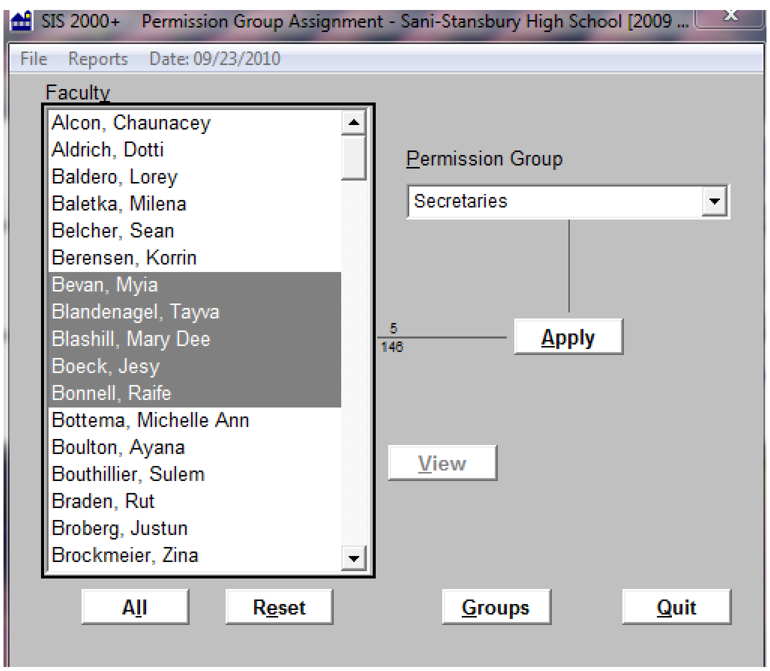
- Press **Edit**.
- Use the drop-down to select an Assignment Set.
- Press **Apply** under "Assignment Sets".
- Press **Save**.

Removing an Assignment Set

Assignment Sets can be removed from the list. However, this will not undo the effects of any previous Apply commands.

- Pull up any faculty member.
- Press **Edit**.
- Press **Remove** in the Assignment Sets box.
- Highlight the item you would like to remove.
- Press **Delete**.
- Press **Done**.

Permission Assignment

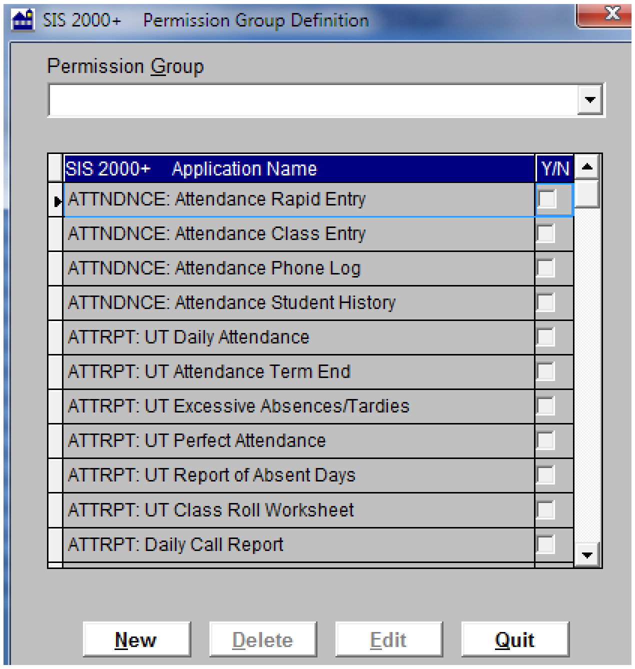


Permission Assignment automates the assignment of permissions by creating "Permission Groups". You create a set of permissions, give this grouping a name, and assign users to that group. You can then adjust any permissions for a specific faculty member as needed.

These permissions are the same ones that are found under Faculty > Permissions.

Creating Permission Groups

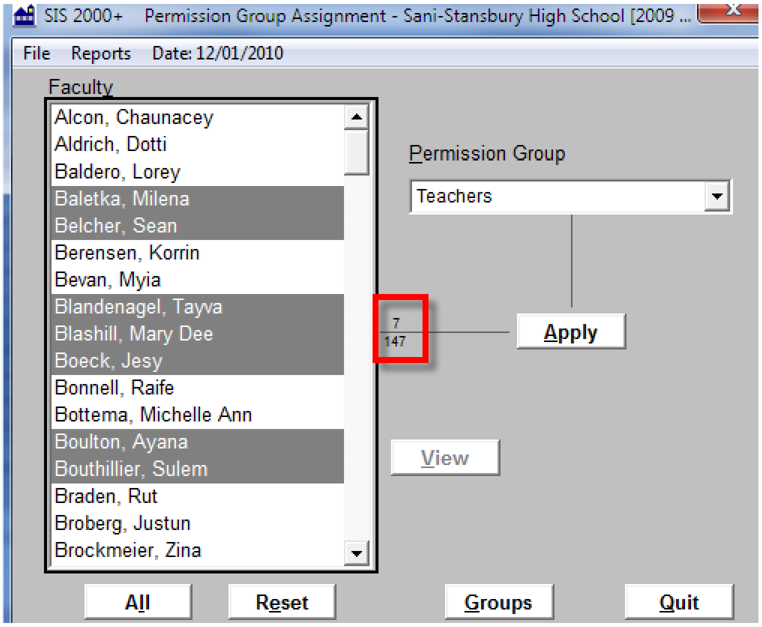
- Go to System > Permission Assign.
- Press **Groups**. The following will display.



- Press **New**.
- Create a name for the new group.
- Press **Done**
- Select the permissions you would like to assign to the group.
- Press **Save**.

Assigning Users to a Permission Group

- Go to System > Permission Assign.
- Choose a **Permission Group** from the drop-down.
- Highlight the users you would like to assign to that group. To select more than one user, hold the Ctrl key down while highlighting each name.
  - Press **Reset** to clear all faculty selections.
  - Press **All** to select all the names on the list.



- Notice the numbers that appear to the right of the faculty list. The number on top indicates how many users have been selected. The number on the bottom indicates how many users have not yet been selected.
- Press **Apply**.

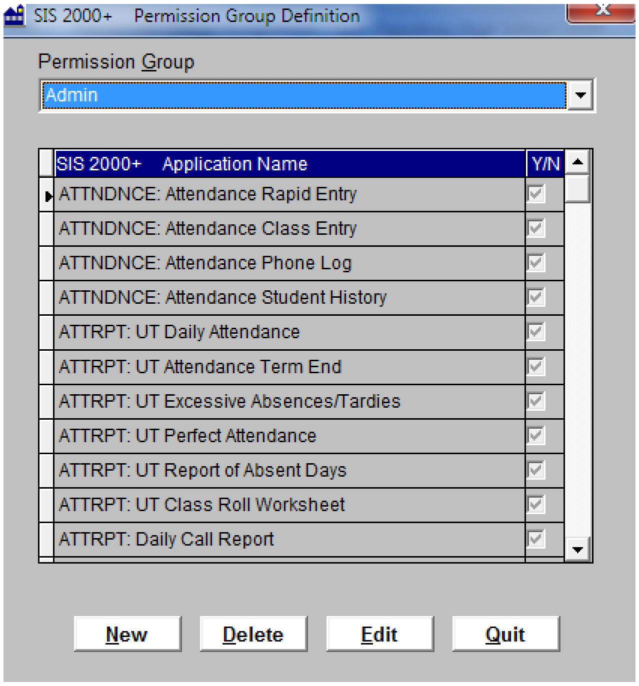
Viewing and Editing Module Permissions for a Specific User

After you've granted permissions to a user through the group assignment screen, you may want to make changes to a specific user. From the Permission Group Assignment screen, do the following:

- Highlight a user and press **View**.
  - This is the same screen that is accessed by going to the Faculty module > Permissions tab.
- Press **Edit.**
- Make the changes to the module permissions for the specified user.
- Press **Save**.

Editing Permissions for a group

- Go to System > Permission Assign.
- Press Groups to see the following:

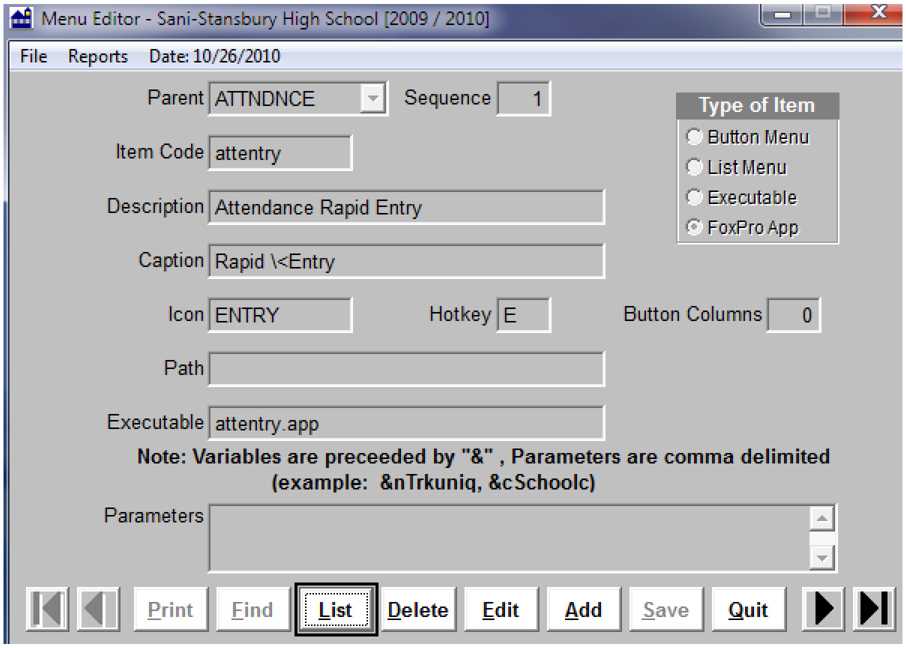


- On the drop-down, select a Permission Group to see which module permissions have been assigned to that group.
- Press **Edit.**
- Make the desired changes to the permissions and press **Save**.
    - **NOTE**: If you make changes to a permission group, those changes will not appear for the faculty members who were assigned to that group previously. In other words, only faculty members who are assigned to that group after the changes are made will show the changed permissions.

Utilities > Menu Editor

Press the Utilities button to see the two choices shown below.

Press **Menu Editor** to see the following:



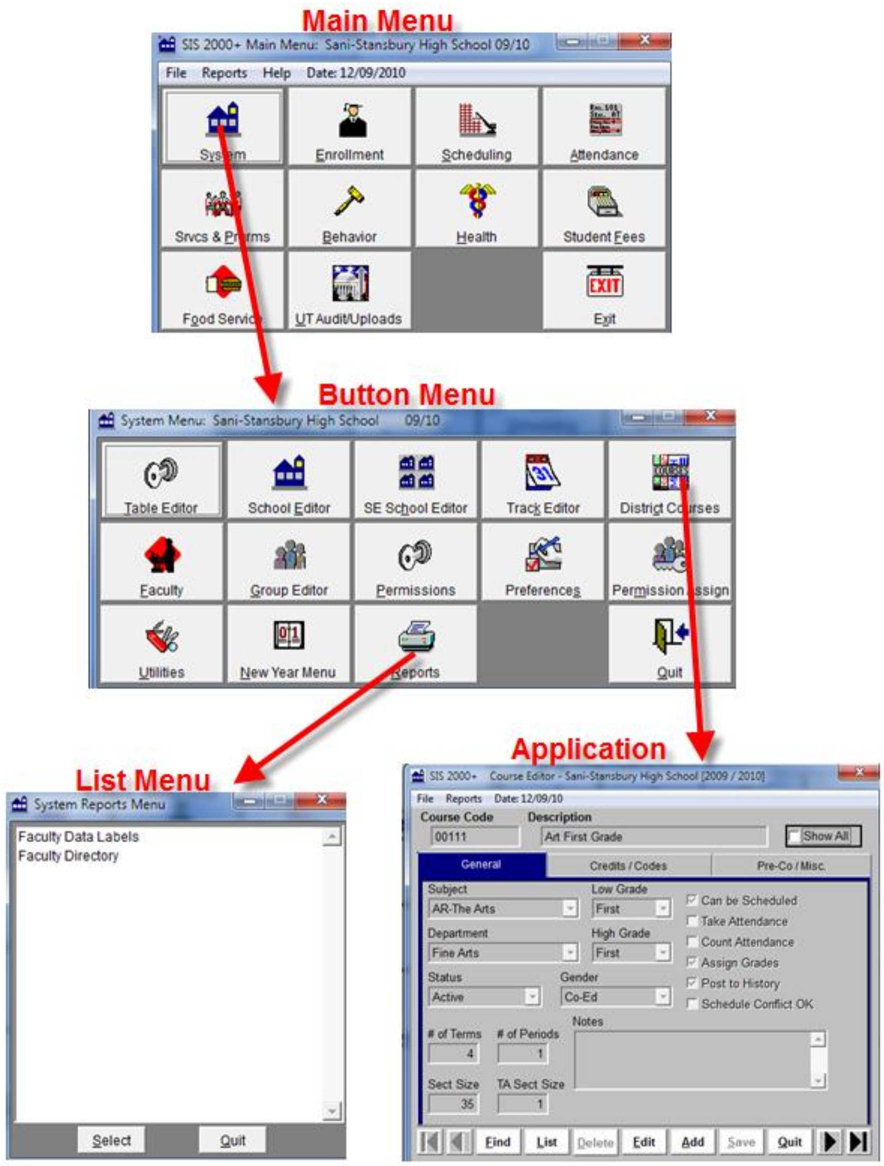
Found under Main Menu > System > Utilities > Menu Editor.

The Menu Editor allows you to customize SIS 2000+ by adding or removing sub-menus, editing the name of sub-menus, adding or removing icon buttons that launch applications, adding or removing reports, etc. Be aware that changes made with the Menu Editor affect all SIS 2000+ users connected to the same network server. These changes may not take effect until a user has closed and reopened the menu that was changed.

Understanding the Hierarchy

Before any changes are made, it is important to understand the hierarchy of the system. As the image below illustrates, the **Main Menu** is the first screen you see when you log in to SIS 2000+ on FoxPro. From there you can click on any of the buttons to launch additional **Button Menus** (sub-menus). On those button menus you can then launch an **Application** or **Report List Menu**.

Menu Flowchart



Main Menu

When you log in to SIS 2000+, the first screen you see is the Main Menu. This menu contains a selection of buttons for launching other menus called Button Menus. The *Menu Editor* allows these icon buttons to be added or removed from the Main Menu as needed, button captions and images to be edited, the sequence (from left to right) to be edited, and the number of button columns to be defined.

Button Menu

A button menu is a sub-menu, that is, a collection of icon buttons that launch other menu items, such as Applications, List menus, or other Button Menus. A button menu is created for each program module, which is a collection of related applications and reports, such as Attendance programs and reports or Enrollment programs and reports. To launch each application or list menu, click on an icon button within the button menu. The *Menu Editor* may be used to edit the title of a button menu, add or remove application icon buttons, edit button captions and graphics, change the order of the buttons, or define the number of button columns. New button menus may also be created from scratch and populated with customized collections of icon buttons.

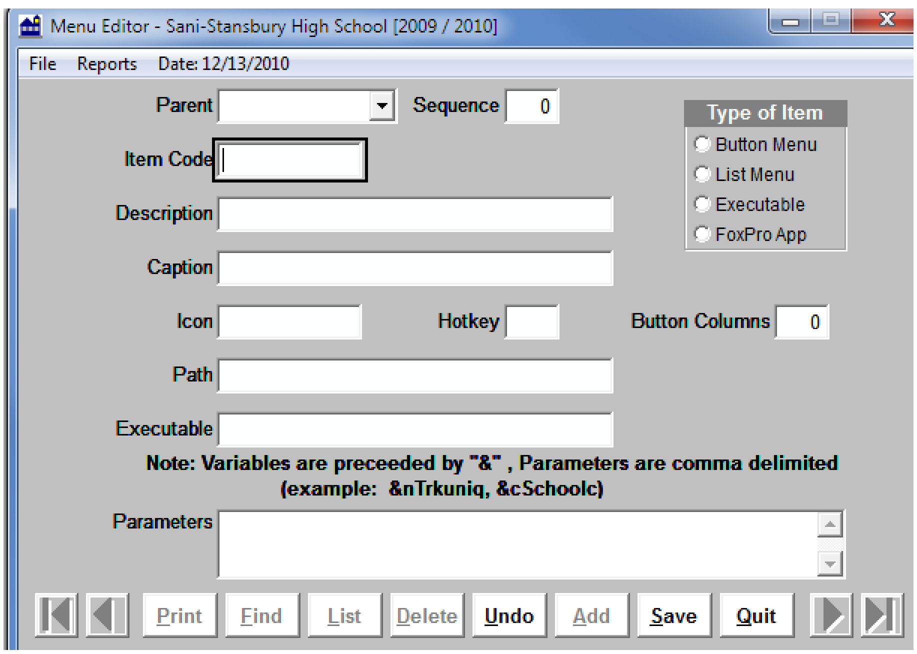
Application or List Menu

- An Application icon button will directly launch a FoxPro application.
- A List Menu typically brings up a list of reports that can be run. These reports are related to the Button Menu items. For example, under Main Menu > Attendance > Reports is a list of Attendance reports.

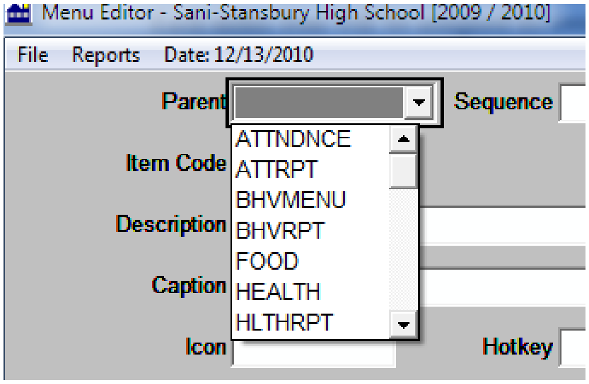
Adding an Item to the Menu Editor

A menu item can be a Button Menu, a List Menu, an Executable, or a FoxPro Application. Each menu item will be assigned its own icon button (except when it is a report). Each menu item is a subset or "child" of another menu item. Therefore, before a menu item is created, the "parent" menu item must be present. For instance, the parent of a Button Menu could be the Main Menu or another Button Menu. The parent of a FoxPro Application could be a Button Menu or a List Menu, and so on.

- Go to Main Menu > System > Menu Editor.
- Press **Add** to see the following:

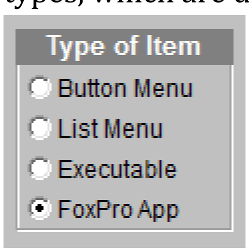


- **Parent –** select a parent menu code from the drop-down list. This will determine under which Button Menu this new item will be shown.



For example, if you were to choose “ATTNDNCE”, the new menu item would be found under Main Menu > Attendance. If you are adding a new attendance report, you would choose “ATTRPT” as your parent. If an appropriate parent menu does not exist, it must be created before proceeding.

- **Sequence –** All menu items (except reports) will have an icon button assigned to them. Icon buttons can be ordered in sequence from left to right in their parent menu. Enter a number in the Sequence field to designate a sequence position for the new icon button. If an existing menu item (with the same parent) has the same sequence number, that number must be changed using the edit mode for the new item to occupy that sequence position. If the item is a report, the sequence number will determine its position in the report list.
- **Type of Item –** select the Type of Item the new menu item will be. There are four types, which are described below.



  - **Button Menu –** A container for grouping icon buttons that launch applications or other menus.
  - **List Menu –** A window that can contain a list of application names (including reports). Each application in this list can be launched directly from the list without the use of an icon button.
  - **Executable –** An external, self-executing program; not reliant on the FoxPro program.

- **FoxPro App –** An application that must be run within the FoxPro program. Most SIS 2000+ applications are this item type, including reports.

- **Item Code –** Enter an alphanumeric code in this field. If the menu item you are creating is a button menu or list menu, the item code will appear in the parent drop-down field once the item has been saved. Make sure to use a code that is descriptive. If the item is an executable or FoxPro App, use part of the executable file name to create the item code.
- **Description** – Enter the name of the menu item that is to appear on the title bar.
- **Caption** – Enter a short name, limited to 16 characters, to appear on the icon button. Insert a tag consisting of a backslash and less than symbol "\<" *before* the character that will be used as a hot key.
- **Hot Key** – A hot key is one character in the caption that will be underlined on an icon button indicating the ALT + hot key combination to use for selecting the icon button. This is an alternative to using the mouse click. Make sure there are no duplicate hot keys within the same parent menu. In this field, enter the **Hot Key** character. This is a convenience field to store the character that is defined in the Caption field. It is optional to enter data in this field.
- **Icon –** Enter the name of the icon graphics file to be used for illustrating the icon button. The file extension is not required. If no file is specified, the button will just show the caption. Icon graphics files are usually found in the SNETCS\DATA\ICONS directory on the network server. These are .ico file types and cannot be viewed directly by the Menu Editor.

  NOTE: No data is required in the Icon field for reports.
- **Button Columns** – This attribute only applies if the item type is a Button Menu. Enter the number of columns to appear in the menu.
- **Path –** A path is only required when the **Type of Item** is an Executable. This applies to external, self-executing programs that are added to the SIS 2000+ menus.
- **Executable –** If the new menu item is a FoxPro Application (including reports) or an Executable (external, self-executing program) the full name of the program, including its extension, must be entered accurately in the this field. In order for the program to run, this executable file must be on the hard drive of the network server.

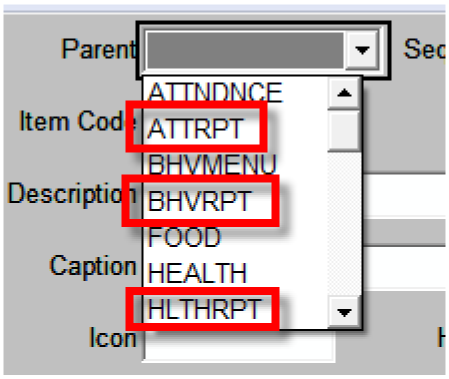
  NOTE: If the menu item is a Button Menu or List Menu there will be no program file accessed. At least one character, such as an asterisk (*), must be entered in this field as a place holder before the new menu item can be saved. You may also enter a descriptive name in the field.
- Press **Save**.

Adding a Report

Adding a report is similar to adding a new menu item, as described above. However, before a report can be added as a menu list item, the program file of the report must be placed on the hard drive of the network server.

To add a report as a new menu item, follow the steps outlined below.

- From the **Menu Editor** screen, press **Add**.
- Choose a **Parent** from the drop-down list. The first part of the code for the appropriate parent List Menu will normally match the name of the SIS 2000+ module it is associated with. The suffix on the code will typically end in "RPT".



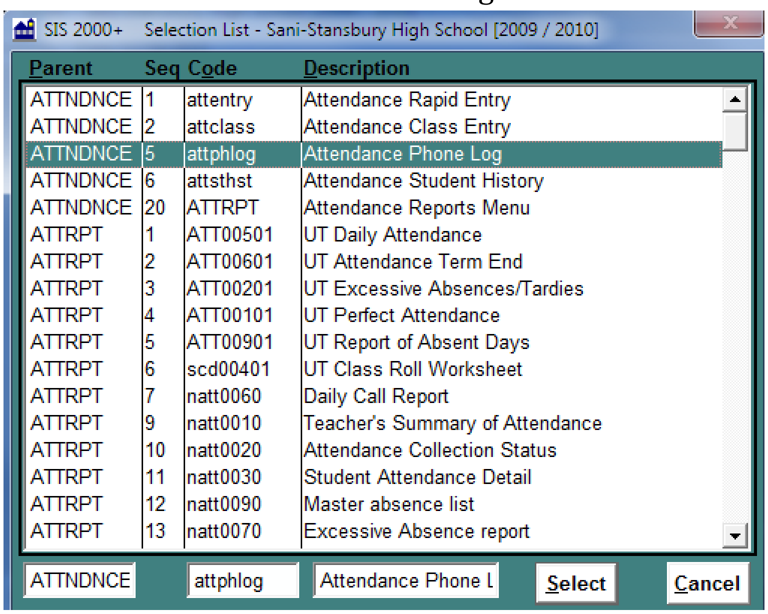
- Assign the rest of the attributes as described below.

Field Name	Report Attributes
Sequence	Enter a number to signify the position in which the report name will appear in the List Menu. If no number is entered, this value will default to zero, which will cause the report to be listed as first in the sequence.
Type of Item	Required. Select "FoxPro App".
Item Code	Required. Enter an alphanumeric code. Suggestion: use the Executable file name (without the file name extensions) as the item code.
Description	Required. Enter a name for the report, as you want it to appear in the List Menu. This same name will also appear in the title bar of the report's criteria selection screen.
Caption	Required, even though no icon button will be assigned to this item. Suggestion: enter the same name as the Description field or enter an asterisk (*) as a placeholder.
Icon	Not applicable. No data required in this field.
Hotkey	Not applicable. No data required in this field.
Path	Not applicable. No data required in this field.
Executable	Required. Enter the program file name of the report as it appears on the district server.
Button Columns	Not applicable. No data required in this field.

Editing a Menu Item

To maintain integrity, use caution when making changes to menu item attributes. Changes made in the Menu Editor affects all SIS 2000+ users connected to the same network server. Changes may not take effect until a user has logged off and logged back on again.

- Go to Main Menu > System > Utilities > Menu Editor.
- Find the menu item to edit. There are two ways to find an item.
    1. Press the arrows in the bottom corners of the screen to scroll through the screens.
    2. Press **List** to see a list of existing menu items. An example is displayed below.


SIS 2000+ Selection List - Sani-Stansbury High School [2009 / 2010]

Parent	Seq	Code	Description
ATTNDNCE	1	attentry	Attendance Rapid Entry
ATTNDNCE	2	attclass	Attendance Class Entry
ATTNDNCE	5	attphlog	Attendance Phone Log
ATTNDNCE	6	attsthst	Attendance Student History
ATTNDNCE	20	ATTRPT	Attendance Reports Menu
ATTRPT	1	ATT00501	UT Daily Attendance
ATTRPT	2	ATT00601	UT Attendance Term End
ATTRPT	3	ATT00201	UT Excessive Absences/Tardies
ATTRPT	4	ATT00101	UT Perfect Attendance
ATTRPT	5	ATT00901	UT Report of Absent Days
ATTRPT	6	scd00401	UT Class Roll Worksheet
ATTRPT	7	natt0060	Daily Call Report
ATTRPT	9	natt0010	Teacher's Summary of Attendance
ATTRPT	10	natt0020	Attendance Collection Status
ATTRPT	11	natt0030	Student Attendance Detail
ATTRPT	12	natt0090	Master absence list
ATTRPT	13	natt0070	Excessive Absence report

ATTNDNCE attphlog Attendance Phone L Select Cancel

- Select a menu item and press **Select**, then **Edit.**
- Make the changes and press **Save**.

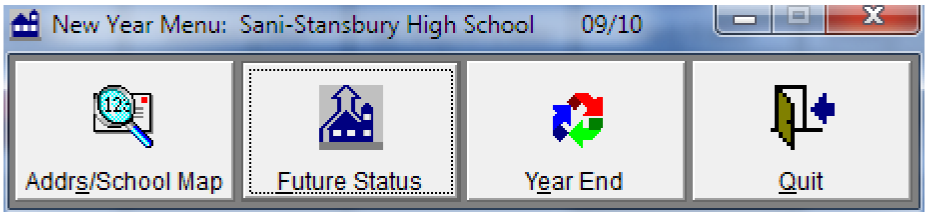
Deleting a Menu Item

Deleting a menu item only removes the item from the SIS 2000+ menus, it does not delete program files (such as applications or reports) from the network server.

- Find the menu item to be deleted.
- Press **Delete**.
- In the dialog box that appears, press **Yes** to confirm the deletion or **No** to cancel.

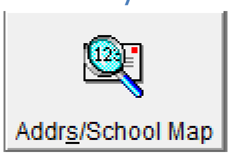
New Year Menu

Press the New Year Menu button to see the menu displayed below.



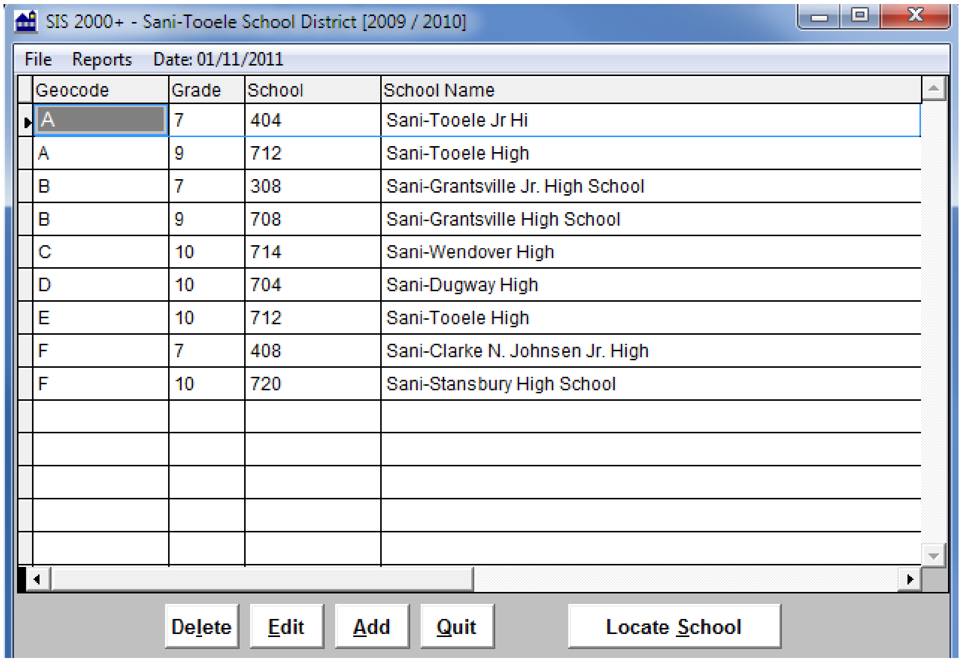
Found under Main Menu > System > New Year Menu.

Address/School Map



The Address/School Map is a way to designate specific geographic areas as being tied to specific schools for specific grades. This is useful when a student completes the last grade in one school and moves on to the next school. When you first begin using SIS 2000+, we will set this up for you and you will not need to make changes to it.

To see what the screen looks like, go to System > New Year Menu > Addrs/School Map.

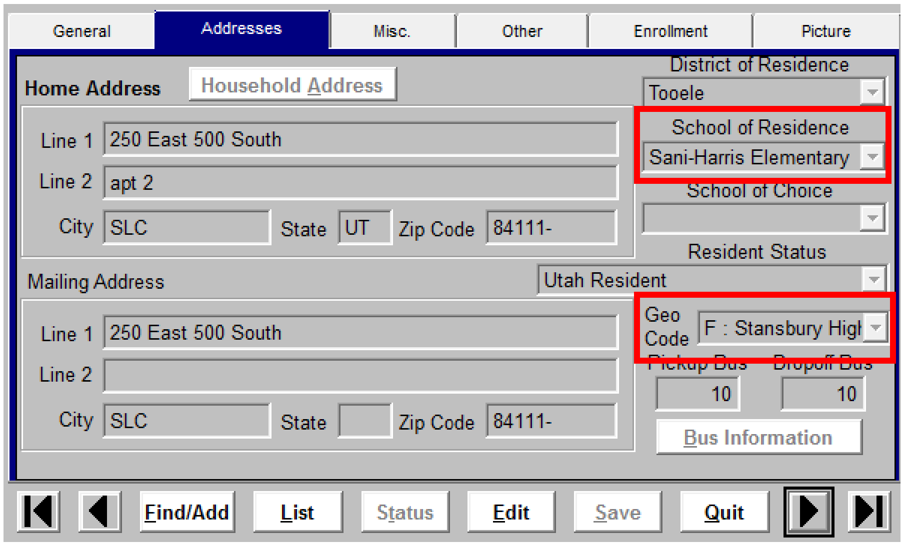


Geocode	Grade	School	School Name
A	7	404	Sani-Tooele Jr Hi
A	9	712	Sani-Tooele High
B	7	308	Sani-Grantsville Jr. High School
B	9	708	Sani-Grantsville High School
C	10	714	Sani-Wendover High
D	10	704	Sani-Dugway High
E	10	712	Sani-Tooele High
F	7	408	Sani-Clarke N. Johnsen Jr. High
F	10	720	Sani-Stansbury High School

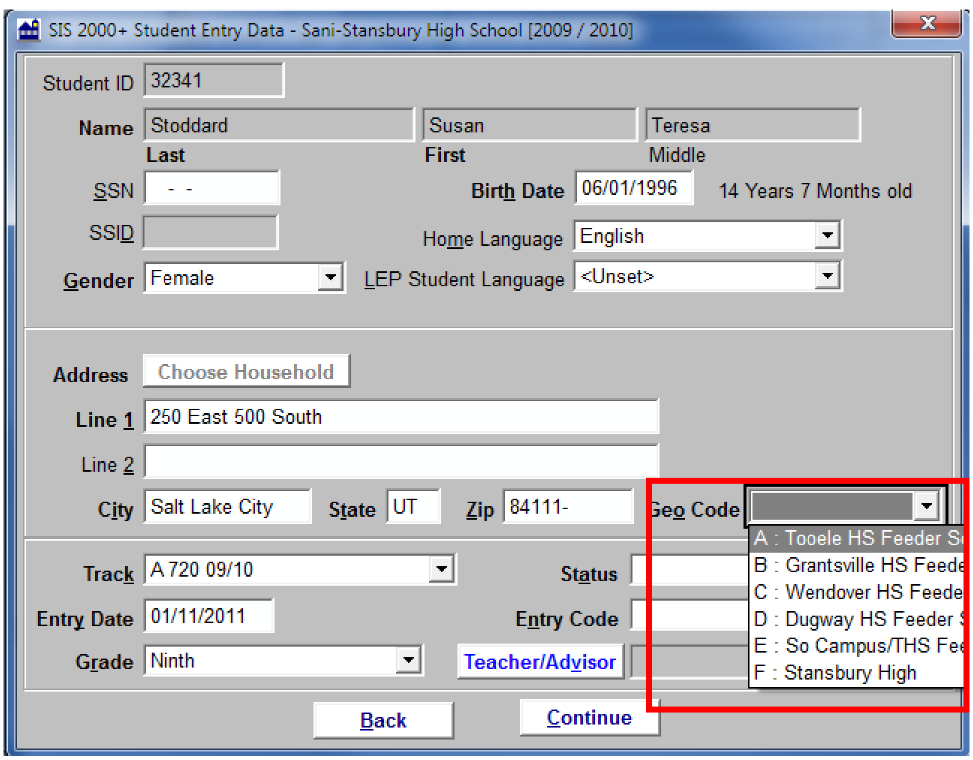
The definitions of the columns are listed below.

- **Geocode** – a representation of a geographically defined area within the school district.
- **Grade** – the beginning grade at the specified school.
- **School** – the school's code.
- **School Name** – the name of the school.

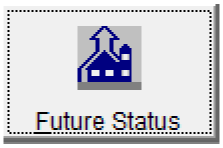
This screen maps (links) schools to geo codes and grade levels so that the School of Residence is defined for a student of a specific grade level living in a specific Geocode area. The School of Residence is assigned to a student in the Student Editor on the Address tab, as shown below.

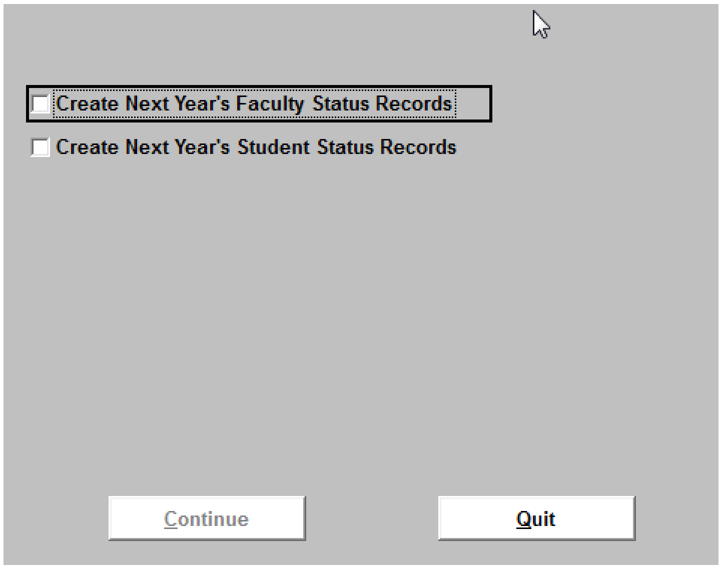


The only time you'll need to do anything with the Geocode is when you are doing a new enrollment. As the Enrollment screen below shows, you will need to select a Geocode from the drop-down list. (Charter Schools do not need to choose a Geocode.)



Future Status



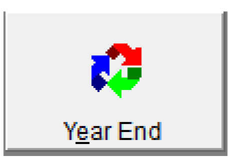


Found under Main Menu > System > New Year Menu

As part of the New Year Initialization process you will need to create the next year's faculty and student status records. Check one or both boxes and press Continue. This will put the current faculty/students in the new track.

NOTE: To see the detailed instructions for New Year Initialization and Year End Process, see that information later in this user guide.

Year End



This will close out the current year. Highlight a school and press Process. THIS WILL DELETE ALL GRADEBOOK, ATTENDANCE, & SCHEDULE RECORDS FOR THE CURRENT TRACK! Also, if you haven't retained lockers, locker assignments will be deleted. Students and faculty with future status will become active in the new track. BEFORE running the Year End process, run the Future Status as shown in the previous paragraph.

NOTE: To see detailed instructions on closing out a school year, see the instructions later in this user guide.

Reports

Found under Main Menu > System > Reports

Two reports are available here: Faculty Data Labels and Faculty Directory.